

# Emily C Ewen

████████████████████ Avenue S  
Minneapolis, MN 55405



## EXPERIENCE

### Self Employed — Minneapolis, MN

#### Web Consultant

March 2021 - Present

Develop and implement web solutions for small businesses. Elicit business requirements, project manage, and implement websites. Advise on web accessibility, foundational SEO and UX best practices, and web platforms/CMS. Assist with maintenance, website updates, and troubleshooting.

#### Miscellaneous Remote Work

September 2019 - Present

Audio Transcription  
Search engine evaluation

### Twin Cities Mutual Aid Project (TCMAP), Minneapolis, MN

June 2020 - Present

As part of the of this volunteer-run collective, I participate in: training and supporting volunteers; developing processes and training documentation; setting up social accounts; writing copy and creating graphic assets in Canva; updating website content; interfacing with mutual aid site coordinators in the community; contributing to the app's codebase via github; maintaining and updating google sheets and airtable databases; collaborating via slack

### ChiroCenter MN, Inc., Minneapolis, MN — Clinic Manager

March 2016 - July 2019

Primary point of contact for patients while supporting a team of 8. Assisted with medical billing, managed medical records. Contributed to strategy and messaging, developed and managed in-clinic and digital marketing initiatives facilitating clinic growth resulting in a revenue increase of over 30% between 2017 and FYE 2018.

## SKILLS

Microsoft Office  
Google Suite  
Airtable  
Slack  
Zoom  
Hootsuite  
Mailchimp  
Wordpress  
Workflow Management Software  
HTML5  
CSS3  
Javascript  
Relational Databases  
SQLite & MySQL  
Internet Research  
Data Entry  
Office Management  
Social Media Management

## TRAINING/CERTIFICATIONS

Covid-19 Contact Tracing Certificate, Johns Hopkins University on Coursera, 2020

CS50X Intro to Computer Science, 2021

Inbound Marketing

**Robert Half Office Team, Minneapolis, MN**

***Wells Fargo Equipment Finance — Temp Account Manager Assistant***

September 2015 - February 2016

Supported three account managers facilitating timely and accurate processing of commercial lease and financing transactions through effective research skills and error-free data entry.

***Wells Fargo Insurance — Temp Commercial Insurance Account Assistant/Receptionist***

May 2015 - September 2015

Prepared error-free official correspondence, policy proposals, and other detailed insurance documents for clients.

**EDUCATION**

**University of Minnesota, Minneapolis, MN — B.A. Global Studies, Minor Cultural Studies & Comparative Literature  
2018**

**Volunteer Activities**

*DJ & Co-Host/Producer of Off the Record - Radio K's Weekly Local Music Show*

Researched, booked, and interviewed local bands on-air during weekly, live in-studio performances. Curated weekly playlist and monthly local compilation. Utilized Google Suite to coordinate with bands, Studio Engineer and staff.