

Emily Fitzgerald

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Education:

2013 Nurse Aide - Cape Fear Community College
2012 Criminal Justice- South University
2005 Eugene Ashley High School

Work Experience:

Boys of Summer Production, LLC - Wilmington, NC

Set Decorator Production Assistant - 11/2021-Present

- Assist set decorator with the research, purchase, rental, leasing, acquisition of all items and materials used as set decor.
- Organize and delegate scheduling, budgeting, invoices, the run sheets and wrap binder, the storage, movement, placement, and preparation of all dressings within all studio and location sets.

DC Virgo Preparatory- UNCW - Wilmington, NC

Instructional Assistant - 03/2019-11/2021

- Assist teachers and students with instructional needs, lesson planning, activity prep work, tutoring, classroom management.

Golden Arrow - Wilmington, NC

Co-Owner & Artist - 06/2017-Present

- Create and design earthy elemental jewelry, macrame and 3D stained glass.

Lindley Habilitation, INC - Wilmington, NC

Contract EC Teacher's Assistant: 02/2017-03/2019

- Provided direct care services and continuing education to children with physical or developmental disabilities.

Habilitation Technician: 10/2014-03/2019

- Worked with adult individuals with physical or developmental disabilities in the home, day program and community settings; specializing in daily living skills, social skills and continuing education for work opportunities.

Castle Branch- Wilmington, NC

Data Entry Specialist: 06/2011-02/2012

- Customer service representative on phones and online, researched and collected background information and immunization records for multiple companies and universities.

The Cape Fear Center for Medical Arts- Wilmington, NC

Administrative Assistant: 06/2004-03/2009

- Assisted with administrative roles and responsibilities, reviewing incoming and outgoing medical records, complete business errands for administrator, and assist with payroll entry using Microsoft Office.

Community Service:

Volunteer NHC Special Olympics, Nourish NC, First Fruit Ministries, CARE-Atlantic Animal Hospital, Tutoring, Carolina Elite Athletics Booster Club

Acquired Skills:

Microsoft Office, Sketchbook, Adobe Photoshop, interpersonal skills, customer service, document management, collaboration, anticipation of administrative needs, written and oral communication, time management, leadership, organization, critical thinking and problem solving skills, creativity.

References Available Upon Request