

Emrys E. Keevan

Education:

Clark University Worcester, MA May 17, 2020
Bachelor of Arts, Majors: Philosophy and English | Minor: Creative Writing
3.40 G.P.A., cum laude

Work Experience:

Clark University Worcester, MA *I.S.S.O. Assistant* August 2019 - May 2020

- Efficiently scanned new students' paperwork and filed it into the system
- Reorganized and updated the student binder to be more efficient
- Created and assembled informational brochures for housing, restaurants, travel options, and resources around Worcester for international students

Clark University Worcester, MA *Goddard Library Assistant* September 2018 - May 2020

- Processed new book orders and productively prepared them for the stacks
- Searched and located lost books within the library
- Ensured proper maintenance and treatment of books

Home Depot Worcester, MA *Merchandising Execution Associate* June 2018 - September 2019

- Organized, and decontaminated shelves through regular maintenance
- Worked with store management and vendors to restock shelves and maintain aisles
- Completed large turnover projects such as Back to School sales, Halloween, and Christmas by working with the Merchandising Execution Team

Leadership Experience:

Clark University Film Screening Society *Liaison* December 2017- May 2020

- Worked with other clubs to fulfill C.P.B. requirements on weekend programming
- Attended C.P.B. meetings as a C.U.F.S.S. representative
- Created a system to keep accurate meeting notes
- Delivered information between student organizations and other members of Clark University's campus
- Fulfilled the roles of the vice president

Clark University Film Production Society *Equipment Chair/ Treasurer* May 2018- May 2020

- Organized all the filming equipment within the Equipment Vault
- Created a system to more effectively check out equipment to club members
- Developed a proposal for Cumulative Surplus for the club to get new filming equipment
- Assisted in building an expansive green screen within the club's studio space
- Assisted in implementing weekly office hours to assist members with film projects outside of club meetings

Clark University Prism *Sexuality Advocate* December 2019- May 2020

- Organized functions on campus to help LGBTQ+ people on campus interact with one another
- Taught a course on chest binders so that trans and gender-non-conforming students on campus can learn to bind in a safe manner
- Assisted in teaching a course on eating disorders and the intersectionality of LGBTQ+ people
- Participated in an experts' panel on the intersectionality of LGBTQ+ people and mental/physical disorders
- Conducted weekly office hours to allow students on campus to come to a comfortable space on campus

Skills:

- Advanced Understanding of Microsoft Office Suite products including: Word, Publisher, PowerPoint, Outlook, and Excel
- Advanced Understanding of Google Drive products including: Docs, Slides, Forms, Sheets, and Sites
- Holds organizational expertise
- Has ability to type one hundred words per minute