

## Emily A. Trainor

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10515 Breamore Drive | Charlotte, NC 28270

### **EDUCATION**

**Bachelor of Arts-Arts Administration**, Elon University, Elon, NC May 2019

**Bachelor of Arts-Music in the Liberal Arts (Voice)** May 2019

Minor is Business Administration

#### **Study Abroad:**

Elon in NYC Summer Internship and Study Summer 2018

WWII in Europe, Daily Life in a Time of War January 2017

- Hungary, Austria, Czech Republic, Germany, France

### **WORK EXPERIENCE**

#### ***Walt Disney Company***

August 2019-January 2020

*Disney College Program*

- Managing and selling goods within the Walt Disney World Park
- Networking within the Disney Company

#### ***Martha Graham Dance Company***

June 2018-August 2018

*Development Intern*

New York, NY

- Assist in planning for the Fall Bash + Benefit Fundraising event
- Research and Create Silent Auction for fall benefit
- Assisted in planning for Annual Fall Donor Trip to Paris, France

#### ***Elon University***

April 2017-present

*Elon 101 Teaching Assistant*

Elon, NC

- Assist Faculty in preparation of course materials and presentation to students
- Help new students with transition to college and developing learning plan and schedules

*Choral Assistant*

Fall 2016-Spring 2017

- Run social media (Facebook, Instagram, Twitter)
- Email faculty members and students
- Help teach music

#### ***Varnadore Costumes***

Summer 2016-May 2017

*Store Assistant*

Charlotte, NC

- Stock and organize costumes in warehouses
- Label costumes for various performances
- Travel to fittings and notate changes for Costume Designer
- Assist Store Manager during Store Hours

### **LEADERSHIP EXPERIENCE**

*Make-A-Wish Benefit Concert Co-Coordinator*

December 2016-present

- Plan, produce and arrange event, including schedule artists participation
- Manage day-of event operations and artists interaction with production company

*Awakening Collegiate Retreat Co-Coordinator*

March 2017-present

- Elon Catholic Campus Ministry Retreat for Fall 2018, responsible for planning, managing and coordinating logistics for regional event among several area universities
- Work with Spiritual Team as co-coordinator for campus events and retreats; two to three a year

*New Student Orientation Leader*

March 2017-August 2018

- Developed activities to facilitate transition of 15 first-year students into university life
- Educated new students regarding university traditions, customs, and expectations
- Trained in QPR Suicide, and Diversity programs

*Alpha Omicron Pi Sorority*

January 2017-present

- Public Relations Committee

*Music Department Public Relations Team*

August 2017-December 2017

- Plan events for the Elon Music Department
- Assist management on various social media outlets for Elon Music Department

### **SKILLS**

Proficient in Adobe InDesign, Illustrator and Photoshop

Proficient in Sibelius, ProTools, Audacity, Logic Pro