



Hi, I'm Emma. My passion for creation reaches into every area of my life – my writing, my editing, my art, and my relationships. Let's create something together!

CONTACT

emheesun@gmail.com
(517) 802-8239
emheesun.com

If you want to check out my work or see more experience, head over to my portfolio site.

SKILLS

- copyediting
- developmental editing
- event planning & execution
- Windows applications
- Mac applications
- Microsoft Office Suite
- Adobe Suite (especially Photoshop, InDesign, & Premiere Pro)
- basic HTML & CSS
- Google Drive
- social media strategy & execution
- Chicago Manual of Style
- Associated Press Stylebook

EDUCATION

Michigan State University
Bachelor of Arts
Professional Writing:
Editing & Publishing focus

REFERENCES

Available upon request.

EXPERIENCE

Assistant Strategist | Piper & Gold Public Relations | Lansing, MI
September 2019 - Present

- communications tasks for clients including school districts and healthcare systems
- social media and blog strategy and execution
- coordinate interviews media opportunities with various news outlets
- write talking points for interviews and ghost write columns
- event coordination, including press conferences and other media events

Producer | Capital City Film Festival | Lansing, MI
January 2020 - Present

- event and volunteer coordination
- special events planning, including equipment rentals
- festival promotion via media relations and social media
- run-of-festival scheduling
- red carpet party management

Curriculum Writer | Riverview Church | Holt, MI
April 2015 - August 2019

- produced theologically-sound lessons for elementary students
- designed and created stage and projection-based designs for each series and developed graphics for print and web
- wrote, filmed, edited, and produced videos to go along with curriculum
- coordinated schedule for team of volunteers
- assisted with editing study guides distributed to all of Riverview Church

Writer & Editor | Ing Magazine | East Lansing, MI
August 2018 - May 2019

- wrote bi-monthly stories on varying arts and cultures topics, including celebrating diversity, room decor, subtle racism, and local event venues
- edited bi-monthly stories and communicated with authors
- social media strategy and execution
- planned events, including communication with the venue and design set-up for the event

Editor & Beauty Team Casting Coordinator | VIM Magazine | Michigan State University
August 2017 - May 2019

- organized and executed three casting calls for over 200 models
- selected and contacted models for the beauty team photo shoots
- coordinated with beauty team, photographer, and models for shoots
- advocated for diversity and inclusion in the magazine
- developmentally edited and copy edited articles for web and print issues

Youth Group Leader | Riverview Church | Holt, MI
August 2015 - May 2019

- planning and leadership of games, teachings, and events
- leading a small group of girls
- social media strategy and execution
- development of overall ministry vision
- cultivate relationships with students and communicate with team about how to best care for the students