

EMILY SAMSONYAN

Los Angeles, 818.292.3651, emilysamsonyan@gmail.com

www.linkedin.com/in/emilysamsonyan/

A dedicated, creative, and adaptable individual with transferable skills and a passion for positive change. Seeking to contribute, learn, and grow with your company

WORK EXPERIENCE

Care Provider, IHSS

08/2022- Current

In-Home Supportive Services, California

- Collaborated with clients to implement innovative solutions, enhancing well-being and satisfaction.
- Maintained a high level of professionalism and composure in demanding situations, ensuring clients consistently received exceptional support and care.
- Designed and managed streamlined systems for record-keeping, scheduling, and daily planning, enhancing administrative efficiency while innovating care provision strategies to address dynamic client needs.

Administrative Assistant (Human Resources & Media, Culture, Design)

09/2018-03/2020

Woodbury University, Burbank CA

- Provided comprehensive administrative support to a faculty of approximately 20 professors, managing tasks including scheduling office hours, maintaining schedules, and coordinating PTO calendars using tools like Outlook Calendar, Google Drive, and Zoom.
- Played a key role in overseeing vendor invoicing systems, ensuring precise and timely processing, reflecting your attention to detail and data management capabilities.
- Supported school events through operational assistance, including vendor scheduling, marketing material creation, and post-event feedback preparation.
- Contributed to HR-related projects, demonstrating strong organizational skills and effective deadline management while ensuring compliance with data policies.

Teacher's Assistant/Peer Mentor

09/2018-05/2019

Ralph Waldo Emerson Elementary, Burbank CA

- Led interactive learning activities for special education students, showcasing communication skills vital for internal and external organizational communication.
- Provided tailored support for academic progress in small-group settings.
- Cultivated an inclusive atmosphere, building strong relationships with students, teachers, and parents.

Social Media Manager & Coordinator

08/2017-01/2018

Psychology Students Association, Burbank CA

- Oversaw and curated content for the Psychology Students Association's social media platforms, strategically elevating online visibility and engagement.
- Implemented a targeted content strategy on Instagram, showcasing the organization's commitment to mental health advocacy.
- Coordinated and executed on-campus events, specializing in destress initiatives during high-pressure periods, such as finals week.
- Developed and maintained a cohesive brand image across all social media channels, ensuring alignment with the organization's mission and values.
- Facilitated effective communication between the association and its audience, fostering a sense of community and engagement, while conducting data analysis to refine content strategy for increased reach and impact.

EDUCATION

Bachelor of Arts, Psychology

Woodbury University (2017-2021)

- Cum Laude Honors
- Merit Scholarship Recipient
- Dean's List (4 yrs)
- Senior Dissertation: "People's Attitudes Towards the Homeless: The Role of Demographics on Empathy and Willingness to Help."
- Psychology Students Association (Social Media Manager & Coordinator)

Relevant Coursework:

- | | |
|---|--|
| • Entertainment Marketing (Marketing, PR, Promotions) | • Digital Content Creation & Design (Digital Imaging) |
| • Social & Group Dynamics (Social Psychology) | • Research Methods (Qualitative/Quantitative) |
| • Video Production & Post-Production | • Data-Driven Decision Making & Analytics (Advanced Stats) |
| • Media Consumer Behavior & Insights (Media Psychology) | • Influence & Persuasion (Marketing & Advertising Technique) |
| | • Cultural Insights & Diversity (Cross-Cultural Psychology) |

SKILLS & CERTIFICATIONS

- | | |
|---|---|
| • Social Media Content Creation & Management | • Project Management/Leadership |
| • Entertainment Marketing (PR, Promotions, Press Release) | • Exceptional Interpersonal Skills |
| • Human Resources | • Excellent Time Management & Organization Skills |
| • Computer Literacy (Google/Microsoft Suite, PPTX, Creative Cloud) | • Creative & Analytical |
| • Data Analysis & Collection (IBM SPSS Statistics, Adv. Research Methods) | • Writing (Creative, Professional, Scientific, Dissertation, Academic) |
| • Production Assistant | • Editing/Proofing |
| • Canva | • IRB Procedures (Experience in preparing and submitting personal IRB form) |
| • Bilingual (English/Armenian) | |

Foundations of Digital Marketing & E-Commerce, Google 2023

Social Media Management, Meta 2022