

Emily Arndt

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SUMMARY

Creative storyteller and communicator with expertise in audience segmentation and translating complex information into compelling, audience-specific communications products. Specialized ability to uncover the “why” to sell an agency’s brand or idea. Deep knowledge of digital best practices and developing multi-faceted campaigns across multiple platforms. Producer of a wide variety of communications content, including social media, distinguished research papers, documentary and short videos, press announcements, and infographics. Distinguished writer.

PROFESSIONAL EXPERIENCE

New Paradigm Agency

Communications Intern

Washington, DC

February 2021 – April 2021

- Produced engaging traditional communications content for diverse clients including social media, press clips, press releases, reporter lists, and issue research reports.

The Space Between (Documentary)

Director/Producer

Washington, DC

January 2021 – Present

- Directing entire filmmaking process, including writing concept, treatment, and script, selecting subjects, crew, and locations, setting up shots, shooting and sourcing b-roll, conducting interviews, and editing.

American University, Office of Student Conduct & Conflict Resolution Services

Senior Administrative Assistant

Washington, DC

April 2019 - Present

- Manage all internal and external communications, student satisfaction survey, website, and other marketing.

World Wildlife Fund

Donor Relations Assistant

Washington, DC

November 2018 - February 2019

- Corresponded with top donors and queried CRM fundraising reports to inform development goals.

Helen Probst Mills for N.C. Senate / Andy Kim for Congress

Campaign Manager / Deputy Field Organizer

Pinehurst, NC / Toms River, NJ

June 2018 – November 2018

- Developed a targeted communications and social media plan; built a politically and ethnically diverse coalition of supporters and volunteers; trained hundreds of volunteers and mentored interns.
- Managed the daily campaign, including press coverage of events, including GOTV, plus op-eds and interviews.

Peace Corps

Business Analyst / Administrative Support Assistant

Washington, DC

June 2015 - June 2018

- Translated complex technical requirements between supply chain/electronic medical record (EMR) end users and developers to improve Volunteer pharma safety and EMR UX/UI; led user testing in Agile environment.
- Conducted overhaul of global communications content including website, digital brochures, graphics, and videos.
- Coordinated a joint global behavioral health study with the Centers for Disease Control and led focus groups to improve messaging on Volunteer alcohol and behavioral health.

Community Economic Development Volunteer - Oghuz, Azerbaijan

September 2012 - December 2014

- Implemented a grant-funded environmental ed and waste management program and educated the community on recycling in partnership with local government; co-founded and trained nation’s first mental health crisis hotline.

United Way of York County / AmeriCorps

Youth Volunteer Initiatives Coordinator

York, PA

September 2009 - August 2011

- Organized and directed seven county-wide volunteer events to address public needs and promote volunteerism; collaborated with press to tell stories of the seven events and overall youth volunteerism campaign.
- Directed a communications campaign on volunteerism and presented to 2,000+ students in 16 school districts.
- Improved functionality of volunteer portal, resulting in increased volunteers and volunteer opportunities.

EDUCATION

MA, Political Communication - May 2021

American University, Washington, DC

4.0 GPA; Distinction Award for Final Capstone

BA, Political Science - August 2009

York College of Pennsylvania, York, PA

Photography minor

TECHNOLOGY & LANGUAGE

Adobe Creative Cloud (Premiere, Photoshop, After Effects, Lightroom), Microsoft Office, Qualtrics, SPSS, NVivo, MacOS X, Cision, Canva, WordPress, Mailchimp; Advanced proficiency in oral and written Turkish-Azerbaijani