

Emma E. Smilie

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PROFESSIONAL EXPERIENCE

CANDACE MOFFIT

September 2023 - Present

Personal Aide/Companion to a young adult with Down Syndrome

- Provide reliable and safe transportation to and from activities
- Assist with shopping, time management and other duties as needed
- CPR Certified

HOMAN CONSULTING GROUP, LLC

December 2021 - Present

Admin Assistant to a Real Estate & Public Adjusting firm

- Enter client information into database
- Assist with mailing campaigns and general clerical work
- Create and post social media content
- Gather data as needed for company projects

AUTHOR – FICTION NOVELS

2016 – Present

- Author of 20+ YA Fiction Series
- Currently writing a new murder mystery with plan to publish in 2024

TEXT-TO-SURVEY / WHOLESALE COMMUNICATIONS

June 2020 – Dec 2022

Political & Fundraising Texting Consultant

- Responsible for sending political & fundraising texts to potential voters/donors
- Initiate up to 2 million texts per day
- Worked closely with campaigns for the 2020 Presidential /2022 Mid-Term Elections
- Answer constituent replies with pertinent campaign information
- Safeguard the integrity of campaign information

SIX FLAGS OVER TEXAS

May 2019 - July 2019

Park Services Associate

- Responsible for maintenance of restrooms
- Ensured patio tables were cleared and trash properly stored
- Assisted guests with questions and directions

COMMUNITY OF HOME UNITED METHODIST CHURCH

January 2017 - Present

Nursery Sunday School Teacher

- Responsible for safety and care of infant to four-year-olds
- Present weekly Bible stories
- Engage children in learning activities such as drawing and spatial movements

EDUCATION

- CPR Certified – Valid September 2023 – September 2025
- Mansfield High School: Class of 2021

COMPUTER SKILLS

- Microsoft Office
- Google Suite

EXTRACURRICULAR ACTIVITIES

Volunteer – Community of Hope United Methodist Church

- Assisted in refurbishment of the Texas Amphitheater - Glen Rose, TX
- Assisted in a home fire recovery – South Dallas, TX
- Assisted with recovery from Hurricane Harvey – Refugio, TX

June 20-25 2021

July 7-13 2019

June 17-23 2018

Volunteer – Central Texas Conference Youth in Mission (CTCYM)

June 18-24, 2017

- Assisted with home renovations - Shawnee, OK

Ballroom Dance Training

2011 – 2020

- Trained in Bronze Level American Smooth/Rhythm
- Competed in 5+ NDCA Competitions

REFERENCES

Dianne Homan, REALTOR®

One West Real Estate

(682) 219-8535

THERESA MOFFIT

Supervisor for Candace Moffit

(817) 239-3514

Ashley Greco, Vice President

Wholesale Communications

(817) 863-0520

Sean D. Cawthon – Youth Ministries Director

Community of Hope United Methodist Church

(469) 877-3328