

Emily Dziegielewski



## **Education**

Bachelor of Arts in Writing and Rhetoric (Professional and Digital Writing)  
*Oakland University, 2018*

Focused on written persuasion, technical communication, and digital media technologies.

Projects included technical writing (user manuals), medical/scientific text analysis, and grant writing.

## **Relevant Work Experience**

Registrar Service Specialist  
*Oakland Community College, October 2022 – Present*

Evaluates regional and international transcripts to determine course equivalencies.

Maintains and updates CollegeSource and other university databases.

Assist the Registrar in processing grade changes and managing duplicate records, ensuring data integrity.

Creates training documentation for transcript evaluation and updates Ellucian Colleague records.

Supports student registration inquiries using CRM-Advise.

Federal Work-Study Program Specialist  
*Oakland Community College, July 2019 – October 2022*

Coordinated on-campus and off-campus employment opportunities for student workers.

Facilitated employment contracts between the college and external employers.

Managed the Federal Work-Study program, coordinating job postings, student interviews, and employer contracts for over 50 on-campus and off-campus positions.

Managed and updated student employment webpage

Documentation Specialist  
*Valiant International, September 2017 – April 2019*

Developed technical training materials using AutoCAD, PowerPoint, and Microsoft Office.

Created content-specific checklists, inspection reports, and customer-defined templates.

Pilot and Vehicle Order Edit Analyst Intern (SVR)  
*FCA US LLC (Chrysler), May 2017 – August 2017*

Analyzed pilot and production model orders for supply chain management.

Contributed to technical documentation for SharePoint projects.

Distributed daily executive reports and managed Mainframe access.

Accounting Clerk  
*Oakland University, March 2015 – November 2016*

Processed financial transactions using Ellucian Banner systems.

Assisted with troubleshooting and computerized billing systems.

Student Office Assistant  
*Oakland Community College, October 2013 – March 2015*

Scheduled appointments and assisted with student registration and financial aid inquiries.

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Professional Illustration Artist (Self-Employed)

*2022 – Present*

Established a thriving illustration business, growing social media following to over 25K on Facebook and 10K on Instagram within two years.

Completed over 400 sales transactions while working with clients globally to ensure satisfaction for orders and custom commission requests. Over 200 five star reviews on Etsy.

## **Skills**

Technical Writing & Documentation: Experience creating user manuals, training materials, and process documentation.

Software Proficiency: Microsoft Office (Excel, PowerPoint, Word), Ellucian Colleague, Ellucian Banner, CRM-Advise.

Social Media Management: Content creation, audience engagement, and SEO optimization on Instagram and Facebook.

Administrative Skills: Transcript evaluation, contract facilitation, and financial transactions.