



EMMA BORGERDING

Information

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Links

Online Portfolio
<<https://emmaborgerding.journportfolio.com/>>

Skills

Critical Thinking

Client Relations

Phone/E-mail Etiquette

Copy & Content Writing

Organization

Dependable

Advanced communication skills

Certifications

Bloomberg Market Concepts

Profile

I am a passionate Business graduate with a track record of jobs that have gifted me with a valuable set of transferrable skills. After many years in the forefront of industries with restricted access to upward mobility, I am itching to put my capabilities to the test in a new position. I'd like to highlight and expand my current skillset.

Employment History

Content Creator, *ASTRAnomicals* | A Digital Marketing Agency

November 2021 – Present • Remote

- Lead Copywriter

Mortgage Loan Processor, *NFR Funding Corp.*

September 2021 – Present • Remote

- Responsible for clearing PTF conditions; Currently working with a team of loan officers, as well as borrowers, underwriters and title companies; Experienced with multiple lender portals (UWM, Home Point, etc.).

Copywriter, *The New School Podcast*

April 2020 – June 2020 • Los Angeles, CA

- Responsible for select blog posts seen @ <<https://www.thenewschoolpodcast.com/blog>>; Search engine optimization; Newsletter content; Contributions to social media marketing.

Copywriter Intern, *Cellese, Inc.*

June 2020 – August 2020 • Irvine, CA

- Responsible for creating and editing website copy including product descriptions and headlines. *Summer internship cut short due budget cuts caused by COVID-19*

Private Member's Club Service, *Soho House Amsterdam*

Feb 2019 – Aug 2019 • Amsterdam, The Netherlands

- Provided excellent experiences for the prestigious members of Soho House; Competent and calm team player; Served clients from all around the globe.

Server/Floor Manager, *Summer House Restaurant*

Oct 2014 – February 2021 • Newport Beach, CA

- Responsible for keeping new and returning clients satisfied; Training and supervising new hosts and servers; As shift manger, ensuring all restaurant operations run smoothly; Food and drink service; Phone/take-away orders.

Education

San Diego State University, *Bachelor's of Science in Business Administration*

Aug 2015 – May 2017 • San Diego, CA

- Graduated with 3.5 GPA; Completed university coursework in writing, marketing, management, accounting, finance, etc.