

Emerson Dunham

Enthusiastic and tenacious fashion student with the desire to apply my skills to the evolving fashion industry.

703-405-9974

emersonmdunham@gmail.com

emersondunham.com

EXPERIENCE

Tim Webb, Richmond VA — *Personal Assistant*

January 2022 - PRESENT

In this position I manage various aspects of the household—from administrative tasks to event planning. I also coordinate schedules, help with correspondence, and ensure that family life can operate in a smooth and efficient way.

DECA

Completed business enterprise role plays and simulations against other teams and individuals; competing at state and international levels.

EDUCATION

Virginia Commonwealth University, Richmond, VA —

Bachelor of Arts, Fashion Merchandising; Minor in Marketing

May 2024

Completed course work covering fashion forecasting, sustainability, business accounting, and digital marketing. Participated in multiple business simulations, including a 6-month plan, to create and develop a complete fashion line with a collaborative team of designers, forecasters, and merchandisers.

.AWARDS

Girl Scouts of America – *Silver Trefoil Award*

May 2020

Completed 100+ hours of service across several categories: Girl Scout community, local, government, environmental, and international/multicultural.

TECHNICAL SKILLS

Adobe Photoshop

Adobe Illustrator

Adobe InDesign

Clo3D

Microsoft Office

HTML/CSS

Social Media Management

SOFT SKILLS

Collaboration

Problem Solving

Organization

Adaptability

Agility

Attention to detail

TRANSFERABLE SKILLS

Time Management

Networking