

Emily Tara

Ohio - (440) 213-2715 - Emily.n.tara@gmail.com

EDUCATION

The University of Akron
Graduate Assistant, English Dept.
M.A. English Literature

New York University
Summer Publishing Institute
Graduate Certificate Program

The Ohio State University
Advocates for Children and Education Scholar
B.A. English, Research Distinction
B.A. Journalism

EXPERIENCE AND PUBLICATIONS

OverDrive, Inc

January 2021 - Present

Education Product Support Specialist, New York Territory

- Onboarded, provided continued support and training to new schools, districts, and BOCES (Board of Cooperative Education Services) to the Sora platform
- Audited accounts for usage statics and growth opportunities and presented findings
- Presented to all BOCES in NY each month on product road maps and updates
- Created Authentication Best Practices sheet that is available to all schools nationwide
- Created training aide to be shared with all school partners following a new product release
- Write for the OverDrive Schools Blog
- Lead and developed demonstration workshops for the Product Support team

The Little Gym

June 2015 - January 2021

Program Director, Full-Time

- Led team meetings each week, including goal discussion via analysis of key business indicator numbers.
- Wrote curriculum for preschool education program based on the State of Ohio Early Education Standards
- Created and sent member email newsletters via Constant Contact
- Created, planned, and posted content for our social media platforms to grow web presence
- Designed graphics and produced promotional videos, referencing TLG Style Guide
- Created and implemented two large B2C Campaigns now used across TLG International
- Calculated program costs, discounts, and promotions

The University of Akron

August 2013 - May 2015

Graduate Teaching Assistant

- Independently taught and wrote curriculum for Composition 1 and Composition 2 courses
- Worked with Executive Vice President of Student Success, Jim Tressel, and industry professionals to show writing is applicable across disciplines

Ohio Manufacturing Institute (OMI) - Ohio State College of Engineering

Sept. 2011-Sept. 2012

Editorial Intern

- Content managed the OMI website using WordPress and built the site for Sustainable Design and Manufacturing
- Edited and composed newsletters, templates, flyers, press releases for technical projects
- Edited budget proposals for various projects

The Lantern, Ohio State's student-run newspaper

Oller Reporter: June 2012-2013

John Oller Special Assignment Reporter

Reporter/Photographer: Jan. 2011-2013

- Over 27 Publications Print Publications plus multiple Photo Publications

The Journal, Ohio State's Award-Winning Literary Magazine

August 2012-April 2013

Fiction Reader

- Read fiction submissions and decided whether they should be passed on to the head editor
- Masters Level Requirement met as an Undergraduate with an invitation to continue once formal class ended

TECHNICAL AND MEDIA SKILLS

- Associated Press Style
- Hootsuite
- Domain, Web Hosting & HTML
- MLA Formatting
- Salesforce
- Adobe Photoshop