

*Emily Fogg*

PO BOX 5973  
Johnson City TN 37604  
423.433.1641

## *Education*

East Tennessee State University - *August 2004 - May 2007*  
Bachelor of Science in Digital Media

Southwest Virginia Community College - *August 2001 - May 2004*  
General Education

Cisco Networking Academy - *Via SVCC August 1999 - May 2001*  
Completion Certificate

## *Work Experience*

State of Franklin Real Estate - *March 2005 - Present*

Office Assistant - Answering telephone, reception desk, scheduling showing appointments, processing closed listings, Lockbox inventory, advertising flyers, faxing and copying.

ETSU Digital Media Center - *January 2007 - May 2007*

Student Worker - Filing, copying, running errands.

The SORC - ETSU - *August 2004 - August 2005*

Student Worker - Answer telephone, running errands, copying, filing, cleaning office, collect student survey information.

## *Skills*

Adobe Photoshop, Illustrator, InDesign, Windows, Microsoft Office. General office equipment.

## *References*

Deborah Stephens  
*Academic Advisor*  
Digital Media Program  
ETSU Box 70701  
Johnson City TN 37614  
423.979.3170

Bill Hawk  
*Real Estate Broker*  
State of Franklin Real Estate  
3300 Browns Mill Road, Suite 110  
Johnson City TN 37604  
423.534.5050

Debbie Howell  
*Vice President and Mortgage Lender*  
State of Franklin Savings Bank  
1907 North Roan Street  
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