

## Emma Wegmiller

704-929-5363 | [ewegmiller95@gmail.com](mailto:ewegmiller95@gmail.com)

Portfolio | [createlikemma.com](http://createlikemma.com)

### Education

North Carolina State University

Bachelor of Graphic Design — 2018

### Professional Experience

Brand and Media Manager

G.L. Wilson Building Company — Statesville, NC

2018 – Present

### Project Coordination & Cross-Functional Communication

- Coordinate with project managers, superintendents, engineers, and external partners to support active construction projects and ensure timely deliverables
- Communicate across geographically dispersed teams to gather project information, align priorities, and meet deadlines
- Support proposal and preconstruction efforts by managing inputs from multiple stakeholders

### Schedule & Deliverable Management

- Manage multiple concurrent projects, balancing deadlines for proposals, marketing deliverables, and project documentation
- Track timelines and ensure on-time completion of RFQs, presentations, and marketing materials
- Prioritize high-volume workloads while maintaining accuracy and quality

### Proposal & Documentation Management

- Analyze RFQ/RFP requirements and coordinate content collection from internal and external contributors
- Develop compliant, deadline-driven proposal packages for commercial construction projects
- Maintain and update project resumes, documentation, and submission materials
- Coordinate final delivery to clients and stakeholders

### Client & Stakeholder Interaction

- Support client-facing presentations and proposal interviews, including technical setup and execution
- Contribute to communication materials used in business development and client engagement
- Assist in maintaining professional relationships through clear, organized communication

### Process Improvement & Organization

- Designed and implemented a scalable digital archive system managing 500,000+ files
- Established workflows for organizing project media, improving accessibility and efficiency across teams
- Continuously refine internal processes for documentation and content management

### Field Coordination & Site Documentation

- Coordinate and conduct site visits to document project progress
- Collaborate with field teams to schedule and execute documentation activities
- Maintain organized records of site conditions and project milestones

### Technical & Program Skills

- Project coordination tools and scheduling software (experience adaptable to formal PM platforms)
- Microsoft Office Suite (PowerPoint, Word, Excel)
- Adobe Creative Suite (Photoshop, InDesign, Illustrator, Premiere Pro, After Effects)
- Digital asset management (Adobe Bridge, Lightroom)

### Core Skills

Project Coordination & Scheduling  
Multi-Project Management  
Cross-Functional Team Collaboration  
Client & Stakeholder Communication  
Proposal & Document Management  
Organizational Systems & Process Improvement  
Budget & Deadline Awareness