
EMMA FAZIO

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EDUCATION

Bellevue College

Bachelor of Arts in Interior Studies

August 2026 - Present

Bellevue College

Associate of Arts in Interior Studies

Graduated May 2026

University of Central Florida

Bachelor of Science in Business Administration

Graduated December 2020

Major in Integrated Business, Minor in International Business, Burnett Honors College Student

EXPERIENCE

Digital Content & Marketing Specialist

November 2022 - Present

Lines for Life

- Managed multiple concurrent projects from initial concept through completion, coordinating timelines, priorities, feedback, and final deliverables
- Collaborated with internal teams and stakeholders to translate project needs into clear, polished, and audience-focused materials
- Created visual and written materials across digital platforms while maintaining established brand standards and attention to detail
- Balanced competing deadlines and project requirements in a fast-paced environment with a high degree of independence

Communications Coordinator

September 2021 - November 2022

Perlo Construction

- Worked within the commercial construction industry, gaining familiarity with project teams, construction terminology, and the coordination required to bring built projects to completion
- Collaborated with project managers, superintendents, and other construction professionals to develop project-focused materials and communicate technical information clearly
- Developed award submissions and project narratives highlighting completed commercial construction projects, including project scope, design intent, challenges, and outcomes
- Created and maintained visual and written content for project profiles, presentations, proposals, and other company materials

Executive Assistant

July 2019 - August 2021

Medical INK

- Coordinated executive communications and served as a point of contact for internal and external stakeholders, ensuring information was communicated clearly and accurately
 - Managed multiple priorities, schedules, and time-sensitive requests while maintaining a high level of organization and attention to detail
 - Worked independently to anticipate needs, resolve issues, and keep projects and daily operations moving forward
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SKILLS

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|--------------------------|---------------------------------|------------------------|
| • Adobe Creative Suite | • Design Presentations | • Procreate |
| • Contract Documentation | • Enscape | • Project Coordination |
| • Concept Development | • FF&E Selection | • Revit |
| • Client Communication | • Material and Finish Selection | • SketchUp |
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