EMILY ALMACK

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OBJECTIVE

To obtain an internship in the accounting or finance field that utilizes my organizational and leadership skills.

EDUCATION

Purdue University- Krannert School of Management, West Lafayette, IN
Bachelor of Science in Accounting — May 2018
Concentration: Finance, GPA 3.62/4.0
Bishop Chatard High School, Indianapolis, IN
Honors Diploma, GPA 4.1/4.0 — May 2014

LEADERSHIP EXPERIENCE

School of Management Employers Forum (SMEF)
Seminars and Interviews Committee Member — April 2015-Present

- Selected as one of 25 Krannert students to plan the fall and spring career fairs
- Assist in scheduling and executing company seminars prior to the employer's forum and interviews the day after the forum

Zeta Tau Alpha Sorority
Assistant Treasurer, Programning Council — December 2014- Present

- Collect pay sheets from house staff on a biweekly basis
- Utilize online billing system to generate biweekly checks for staff
- Resolve any issues that arise with staff paychecks

Treasurer, Big Man On Campus Executive Council — October 2014- Present

- Responsible for handling $125,000 in monetary donations for breast cancer awareness and education

WORK EXPERIENCE

Nanny for Young Children — May 2014- Present

- Organize weekly schedules and meal plans for children ages 7 and under
- Supervise children's safety and activities

El Rodeo Mexican Restaurant
Hostess, Cashier, Bus Girl — November 2013- August 2014

- Responsible for oversight of dining area including directing customers to their seats, handling the cash register, and insuring cleanliness
- Received two merit pay increases during term of employment for outstanding performance

VOLUNTEER WORK

Alexandria Elks: — August 2010-Present

- Coordinate and assist in delivering Christmas gifts to families in Alexandria, IN

St. Mary's Catholic Church, Alexandria: — August 2010-Present

- Assist in annual Thanksgiving meal at St. Mary's Church, serving and delivering meals to homebound individuals