

Emily Schutz

EDUCATION

Clark University, Worcester, MA

MS, Professional Communication

May 2020

GPA 4.12

BA, Psychology with minor in Sociology

May 2019

GPA 3.69

RELEVANT EXPERIENCE

Clark University Study Abroad, Worcester, MA

July, 2018-May, 2020

Graduate Program Assistant

- Demonstrated professional communication and work habits to become lead advisor to approximately 250 students a semester on the Clark study abroad application process

Undergraduate Program Assistant

- Performed administrative tasks such as filing, photocopying and document intake of sensitive information.
- Utilized excellent organization and attention to detail in order to enter, manage, clean and analyze data for budget reporting, tracking, statistics reporting and other uses, as required.
- Created streamlined and digitized processes for the intake and organization of student forms and applications; increasing efficiency and reporting mechanism.

Autism Learning Partners, Worcester, MA

August, 2019-February, 2020

Behavioral Technician

- Trained in applied behavioral analysis and worked one on one with children with autism spectrum disorder.
- Worked with client's BCBA to develop programs best suited for the client.
- Developed situational awareness and strong communication skills.

Lululemon Athletica, East Hampton, NY

2015-2018

Seasonal Educator

- Developed excellent customer service skills through educating guests on products
- Took initiative to stream line and enhance day to day operations through organization and promotions

CAPA: The Global Education Network: Magpie Dance Company, London, England

Fall, 2017

Intern and class volunteer

- Engaged members of the community of all ages and abilities in dance, helping participants develop communication, socialization skills.
- Created marketing content and videos for funding opportunities.
- Organized office operations and developed systems to enhance efficiency.

Tracy Anderson Method Studio, East Hampton, NY

Summer, 2017

Ambassador and Customer Success Specialist

- Ensured superior guest experience from start to finish with personable and upbeat attitude.
- Demonstrated organizational and time management skills while checking in guests, selling products, and preparing studio in a short time span.
- Upheld company standards with strong work ethic and flexibility.

The Maidstone Hotel, East Hampton, NY

Summer, 2017

Assistant Manager of Restaurant Operations

- Utilized excellent communication, organization and multi-tasking skills to manage a full restaurant staff of 25.
- Developed hospitality, management and customer service skills ensuring guests of the restaurant and hotel were happy.
- Honed leadership capabilities through taking initiative, mediating conflicts, and bringing the staff together.

SKILLS

- **Personal Skills:** Leadership, strong interpersonal skills, organization, positive attitude, passionate, willing to learn
- **Technical Skills:** Mindbody, Microsoft Word, Microsoft Power Point, Microsoft Excel, iMovie, Google Suite, Qualtrix, Instagram, Twitter, Facebook, Hootsuite, Wordpress, NCR Local