

EMMA DONLEY

Provo, UT 84606

605-626-1898

emmadonley00@gmail.com

Skills

- Organization
- Microsoft excel
- Problem solving
- Strong interpersonal skills
- Microsoft word
- Ability To Learn

Professional Summary

Excellent interpersonal skills with the ability to build strong ties with others. Self-motivated and detail-oriented in pushing myself to learn more and become well-rounded. Effective writing, analytical thinking, research, and time management skills.

Experience

Precoa | Orem, Utah

○ August 2023 - Current

Sales Development Representative

- Developed successful strategies for identifying and converting prospective clients to long-term customers.
- Connected with many new clients each week with a consistent 20% conversion rate.
- Gained customer trust and confidence by demonstrating a compelling, persuasive, and composed professional demeanor.
- Contributed to team objectives in a fast-paced environment.

Storage Bros | Idaho Falls, ID

○ April 2023 - July 2023

Assistant Store Manager

- Monitored inventory levels to plan orders and meet store demands.
- Oversaw expenses, deposits, and receipts to support recordkeeping.
- Organized regular inventory counts to keep records accurate and identify supply needs or loss points.
- Maintained financial and administrative controls, accurately tracking funds and keeping records current.

Church of Jesus Christ of Latter-day Saints | Rigby, Idaho

○ October 2022 - June 2023

Seminary Student Teacher

- Developed lesson plans that incorporated mandated topics and included immersive activities for student engagement
- Facilitated small group activities and one-on-one instruction to meet individual student needs
- Encouraged critical thinking and problem-solving skills to enable students to leave their comfort zone.

- Emphasized topical points with multimedia, hands-on activities, and other learning strategies.

Dollar General | Groton, SD

○ December 2021 - April 2022

Assistant Store Manager

- Helped team members tackle daily workloads with confidence through empowered training and motivational strategies.
- Scheduled and delegated assignments to maximize coverage.
- Received shipments, signed off on packages, and documented incoming items.
- Oversaw expenses, deposits, and receipts to support recordkeeping.

Church of Jesus Christ of Latter-day Saints

○ June 2020 - December 2021

Missionary Volunteer

- Spread faith through various evangelistic means, including preaching and group scripture studies
- Prioritized and organized tasks to efficiently accomplish service goals
- Demonstrated leadership by making improvements to work processes and helping to train others.
- Demonstrated self-reliance by meeting and exceeding workflow needs.

Education

○ Bachelor of Science (B.S.) - Psychology

Brigham Young University – Idaho, Rexburg, ID

June 2024

○ Web Development - Computer Science

Career Foundry