

## **Emma Woon Gajda**

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(413) 362-9627 | gajda.emma@gmail.com

### *Skills*

- GitHub
- Visual Studio Code
- Microsoft Programs
- Google Programs
- Canva

### *Experience*

#### **English Tutor**

*German Gerena Community School, Springfield, MA*

March 2025 – Present

- Teach reading to children, utilizing creative activities and evidence-based methods to engage young learners.

#### **Member Services Representative**

*Snap Fitness, Easthampton, MA*

December 2022 – March 2025

- Managed customer records and payment plans for over 900 members.

#### **Cashier/Prep Cook**

*Captain Jack's Roadside Shack, Easthampton, MA*

March 2018 – October 2022

- Collaborated with team members to ensure smooth operations and excellent customer service.

### *Education*

#### **The Reading Institute**

*Microcredential in the Science of Reading*

March 2025

#### **University of Massachusetts Amherst, Amherst, MA**

*Bachelor's Degree in English (Concentration: Rhetoric, Writing, and Literacy Studies)*

December 2023 – Present

- Courses in writing, rhetoric, and storytelling techniques, enhancing skills in content creation and communication.

#### **Greenfield Community College, Greenfield, MA**

*Associate's Degree*

September 2021 – December 2023

