

LEA EMERLYN

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EDUCATION

Carnegie Mellon University (Tepper School of Business School of Computer Science)	Pittsburgh, PA
B.S. Business Administration HCI additional major	May 2022
Cumulative GPA: 3.94/4.0	

Council on International Educational Exchange (CIEE)

Academic Internship In Global Work Place	Prague, Czech Republic
• Learned about working with diverse set of people and deepened cultural awareness	Summer 2019
Spanish Language and Dominican Culture	Santiago, Dominican Republic
• Deepened understanding of Dominican culture and Spanish language	Summer 2017

WORK EXPERIENCES

Carnegie Mellon University Academic Development	Pittsburgh, PA
Peer Tutor and Assisting Coordinating Tutor	Spring 2019 – Current

- Tutor Principles of Micro/Macroeconomics, Introduction to Accounting, Regression Analysis
- Assist groups of students during walk-in tutoring sessions on a weekly basis
- Set up weekly tutoring appointments with students

Carnegie Mellon Tepper School of Business

Teaching Assistant for Business Science	Pittsburgh, PA
	Fall 2019

- Strategize with professor and other teaching assistances about improvements to class structure
- Grade weekly assignments and host weekly office hours

Rossum

Sales/Marketing Intern	Prague, Czech Republic
	Summer 2019

- Formulated email campaigns for 300+ backlogged leads to investigate why they lost contact
- Compared competitor's pricing strategies and social media platforms
- Implemented social media plans, which increased followers by 27% on LinkedIn and 84% on Facebook

Spark Business Academy

Instructor	Pittsburgh, PA
	Fall 2018

- Coordinated with the manager on designing the course syllabus as well as the class schedule for Fall 2018
- Dedicated 10+ hours to teaching elementary students basic finance literacy, mathematics and business

LEADERSHIP

CMU Ballroom Dance Competition Team (CMUBDC)	Pittsburgh, PA
Events Coordinator and Competitive Dancer	Fall 2018 – Current

- Practice 10+ hours a week with professional instructors on Standard, Smooth, Latin and Rhythm
- Coordinate 3-5 club events per semester and a social event with over 100 guests
- Meets biweekly with board members to discuss logistics and improvements

VOLUNTEER

Emerging Leaders Mental Health Project	Pittsburgh, PA
• Destigmatize mental illness and raise awareness of on-campus resources	Spring 2019

Habitat for Humanities

• Traveled to several states to build homes for those in need.	Various States
	Fall 2020 – Current

SKILLS and INTERESTS

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- Fluent Speaking and Reading in Chinese, Beginner Writing in Chinese
 - Basic Level Figma, Python, HTML and CSS Skills
 - Global Case Competition, Hack-a-Startup, Brand X Competition
 - Blog: leaemerlyn.com