

# LEA EMERLYN

[leas@andrew.cmu.edu](mailto:leas@andrew.cmu.edu) | C: 347-570-8510 | Brooklyn, NY

## EDUCATION

### Carnegie Mellon Tepper School of Business

B.S. Business Administration | HCI additional major

Cumulative GPA: 3.94/4.0

Pittsburgh, PA

May 2022

### Council on International Educational Exchange (CIEE)

Academic Internship In Global Work Place

Prague, Czech Republic

Summer 2019

- Learned about working with diverse set of people and deepened cultural awareness

Spanish Language and Dominican Culture

Santiago, Dominican Republic

Summer 2017

- Deepened understanding of Dominican culture and Spanish language

## WORK EXPERIENCES

### Carnegie Mellon University Academic Development

Peer Tutor and Assisting Coordinating Tutor

Pittsburgh, PA

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)

Events Coordinator and Competitive Dancer

Pittsburgh, PA

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

- Destigmatize mental illness and raise awareness of on-campus resources

Pittsburgh, PA

Spring 2019

### Habitat for Humanities

- Traveled to several states to build homes for those in need.

Various States

Fall 2020 – Current

## SKILLS and INTERESTS

- 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