
EMMA EDWARDS

3306 SOLSTICE LANE, NEWBERG OR, 97132

(503) 332-0912

A HARD WORKING, ADAPTABLE AND MOTIVATED INDIVIDUAL WHO IS QUICK TO LEARN AND ABLE TO MULTI TASK WHILE MAINTAINING A HIGH LEVEL OF DETAIL.

WORK EXPERIENCE

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| 09/2011 – Current | Demetri Tsohantaridis Attorney at Law
Office Assistant | Newberg, OR |
| <ul style="list-style-type: none">• Drafted Wills and Codicils, wrote Letters of Demand for personal injury cases and helped to organize client files. | | |
| 07/2011 – Current | Chehalem Youth and Family Services
Office Support and Store Volunteer | Newberg, OR |
| <ul style="list-style-type: none">• HR Department – sorted and filed documents, audited files, called references, general office duties.• Thrift Store – served customers, created signs, organized donations. | | |
| 09/2010 – 05/2011 | Antler Luggage Ltd
Assistant Manager | Stoke-on-Trent, England |
| <ul style="list-style-type: none">• Manually maintained and adjusted stock levels.• Coordinated with other Antler stores to locate items for customers.• Responsible for carrying out banking procedures as well as general store duties. | | |
| 08/2007 – 05/2010 | New York English Academy
English Teacher and Course Co-coordinator | Suncheon, South Korea |
| <ul style="list-style-type: none">• Researched, created and implemented a new program for both high level and mainstream students ranging from 4 to 15 years old.• Produced tests, worksheets, games and PowerPoint presentations for all level students; including a standardized level testing system.• Developed communication skills from working in a team with both native and non-native English speakers.• Experienced and adapted to a new culture and way of working. | | |

07/2006 – 08/2007	Don Leisure Ltd Drink Server	Aberystwyth, Wales
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- Responsible for setting up, maintain and closing the bar.
- Served customers quickly and efficiently in a busy establishment.

07/2001 – 09/2006	John David Sports Ltd Senior Sales Assistant	Stoke-on-Trent & Aberystwyth
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- Entrusted with the running of the shop floor, organization of staff, delegation of jobs, enforcing security measures and cashing the tills.
- Interacted with customers both in person and over the phone.
- Assisted customers to find goods and dealt with problems such as refunds and exchanges.
- Involved with stock management: receiving deliveries, stock rotation, merchandizing and replenishment.

EDUCATION

07/2011 – 08/2011	Portland Community College	Portland, OR
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- CLIMB Self-paced Microsoft Office Courses. Word (Level III), Excel (Level I), Access (Level I)

09/2006 – 07/2007	University of Wales, Aberystwyth	Aberystwyth, Wales
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- Post Graduate Diploma in Legal Practice – Commendation

09/2003 – 07/2006	University of Wales, Aberystwyth	Aberystwyth, Wales
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- Undergraduate Law (LLB) – 2:1

KEY SKILLS

- Time management and flexibility through successfully working and studying simultaneously.
- Written communication skills such as emails, faxes and letters.
- Verbal communication skills from working in various settings.
- Effective and comfortable as either an individual or team member.
- Professional and polite.

EXTRA CURRICULAR ACTIVITES

2007	Sitting with Judge Godwin, Aberystwyth County Court
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2007	Shadowing at Ceredigion County Council Legal Services
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2004-2006	Secretary of Aberystwyth University Judo Club
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