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| |  | | --- | | **Emily Mickelson** | |  | |  |
| |  | | --- | | **Contact Information** | | Phone : 860-869-4904  Email : emily.mickelson2@gmail.com  Address : 90 Settlers Knoll, Newington, CT 06111 |  |  | | --- | | **Objective** | | |  |  | | --- | --- | |  | Seeking to gain experience as an office administrator, possibly with an environmental or sustainable perspective | | | |
| |  | | --- | | **Key Skills** | | Some knowledge of Geographic Information Systems (GIS)  Proficient in Microsoft Excel, Word, and PowerPoint  Can work independently or with a team | | |
| |  | | --- | | **Education** | | |  |  | | --- | --- | | **Sept. 2007 -**  **May 2011** | **Clark University – Worcester, MA**  Bachelor’s Degree in Economics; Minor in Geography  Cumulative GPA: 3.00 | | **Sept. 2003 -**  **June 2007** | **Newington High School – Newington, CT**  Interests: Math and Science | |  | Cumulative GPA: 3.65 | |  |  | | --- | | **Work Experience** | | |  |  | | --- | --- | | **Service Steel Aerospace Corp. (Bristol CT)** | **November 2011 - present** | | ***Office Assistant*** |  | | * Filing, making labels, and other office duties; * Works with the database, Stel, updating work and shipping orders; | | | **Panera Bread Co. (Worcester, MA)** | **October 2010 – October 2011** | | ***Associate*** |  | | * Responsibilities include cleaning the dining room and washing dishes; * Ability to help customers with any questions involving the food or the store; * As a prep associate, jobs include cutting fruit and preparing sandwiches for the following day; | | | **Clark University (Worcester, MA)** | **Summer of 2009, 2010** | | ***Painter*** |  | | * Painted various dormitories, classrooms, and offices; * Ability to help and train new employees with their painting skills; * Maintained smoke alarms and dorm phones for accuracy and stability; | | | **UConn Health Center: NICU (Farmington, CT)** | **Summer of 2006 - 2007** | | ***Office Assistant, Volunteer*** |  | | * Involved in a project entitled *Modified Health Needs Appraisal Score: A Tool for Discharge Planning in Neonates* where data was entered into an Excel spreadsheet * Other responsibilities include working with excel, filing, and collaborating packets and envelopes for various projects around the NICU | | | | |
| |  | | --- | | **Activities and Interests** | | **Animals:** Volunteer at the Connecticut Humane Society **February 2012 - Present**  Dog Walker  **Sustainability:** Courses in college include learning about the environment and the importance of sustainability  **Travel:** Spent a semester (January 2010 – June 2010) in England, studying Environmental Science at UEA  Traveled to Ireland, Spain, Italy, France, Scotland while abroad | | |
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