

EMILY Ho

GEOGRAPHY: Northeast, Northern California and Bay Area, Southern California

INDUSTRY: Education: General, Event Planning, Human Resources/Recruiting,
Marketing/Advertising, Public Relations

EDUCATION

- Scripps College, Claremont, CA** May 2015
Bachelor of Arts in Sociology, minor in Hispanic Studies
GPA 3.58, Dean's List
Thesis on censorship of sexuality education across the United States
- Council on International Education Exchange, Buenos Aires, Argentina** June – July 2013
Intensive Intermediate Spanish II and Argentine Identity, Tradition, and Culture II
- McGill University, Montreal, QC** Fall Semester 2011

EXPERIENCE

- Tutor, Scripps College Academy** September 2014 – present
Claremont, CA
- Mentor and tutor high-achieving, low-income middle and high school girls participating in a year-round academic assistance program
 - Develop personalized study curricula with students to best suit their academic goals
- Development and Corporate Work Study Program Intern, Cristo Rey NY High School** June – August 2014
New York City, NY
- Wrangled student admissions, financial and work performance information to prepare data set for data analysis project. Work involved compiling 34 fields of information from various sources, assessing it for reasonableness and providing reporting recommendations
 - Analyzed donor information from BidPal and presented findings to supervisor
 - Edited and sent donation requests, thank you letters, and audit confirmations
 - Created and edited documents recording students' college decisions from 2008 – 2014
 - Updated website and contact information in Raiser's Edge
 - Assistant teacher in English and Business Boot Camp classes for freshmen and transfer sophomores
 - Taught a work-readiness course on filing and healthy lifestyles
 - Mentored high school students for success in high school and college
 - Chaperoned field trips with coworkers to Bear Mountain, Classroom Inc., and JP Morgan
- Research Assistant, American Studies Department, Professor Matthew Delmont** January – May 2013
Claremont, CA
- Assisted on research tasks related to desegregation of public school buses in the 1970's, such as identifying microfilm articles, and creating digital copies using Adobe, and presenting to Professor Delmont
- Development Intern, Just In Time for Foster Youth** May – August 2012
San Diego, CA
- Researched and identified eligible grants
 - Wrote articles for the monthly newsletter and thank you letters to donors
 - Conducted data entry and updated hundreds of contacts in Salesforce
 - Tasked with coordinating ten high end auction items, identified companies with desirable items or experiences, and contacted key individuals at companies to result in over \$2,000 of donations
 - Trained three incoming interns in Salesforce and writing thank you letters

SKILLS

- Proficient with MS Word, MS Excel, MS PowerPoint, Facebook, Instagram, and Twitter; familiar with Salesforce and Raiser's Edge
- Proficient in Spanish
- Interests: Reading novels, art, hiking, and traveling