

EMILY_SILIEZAR

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EDUCATION

University of Massachusetts, Lowell, MA

Bachelor of Science, Business Administration, expected May 2017

Concentrations in Finance and Accounting

GPA: 3.25/4.0

ALPFA Executive Board Member - UMass Lowell Chapter; Finance Society

Relevant Coursework: Microeconomics, Management Calculus. Financial Accounting, Macroeconomics, Managerial Accounting, Data Information Systems, Marketing Principals

Boston Strasbourg Sister City Association, Strasbourg, France

Exchange Student Program

July 2012

RELEVANT PROJECTS

Financial Accounting,

Fall 2014

- As part of team, used Excel to create financial statements for a small business

Management Pre-calculus,

Spring 2014

- Graphed changes in Wal-Mart stock values and analyzed results to explain reasons for change
- Used data to predict future stock values

EXPERIENCE

Boston Children's Hospital, Boston, MA

Administrative Assistant/Intern,

June -August 2014

- Used Excel to enter data for budget tracking for the 2014 fiscal year
- Planned and organized events for interns
- Set up interviews and meetings
- Served as liaison between director and internship program

Human Resources Intern,

July-August 2013

- Input and analyzed data on open requisitions
- Scanned, printed, and copied documents for workshops and meetings

University of Massachusetts Residence Life, Lowell, MA

Office Worker,

September 2013-May 2014

- Assisted residents with questions and issues concerning the dorm
- Helped set up bi-weekly events at residence hall for freshman that live on campus

City School Summer Leadership Program, Boston, MA

Youth Leader,

January-June 2011

- Learned about social justice and environmental issues
- Collaborated with other youth leaders to organize a community service event

VOLUNTEER WORK

Youth Leader, Beantown Society, Boston, MA, 2010-2013

Event Organizer, Wake-Up the Earth Festival, Boston, MA, 2011

SKILLS

- Excellent leadership and teamwork skills

- Study abroad experience
- Conversational in Spanish and French
- Microsoft Word, Excel, PowerPoint