

EMMA ROSE DESANTIS

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OBJECTIVE

To obtain a full time opportunity that will contribute to a company's business objectives and growth.

EDUCATION

Providence College, Providence, RI Planned

Graduation May 2016

Pursuing Bachelors of Arts Degree in Marketing

Mount Saint Charles Academy College Prep, Woonsocket, RI 02895

Graduated June 2012

Honor Roll 2009, 2010, 2011, and 2012

WORK EXPERIENCE

Fidelity Investments, Smithfield, RI

June to August 2015

Administrative Intern in the FFAS Learning and Development Group

- Assisted in preparations for the 2015 Summer Internship Development Program activities
- Participated in the Summer Internship Development Program (presentation skills, career exploration, double jacking)
- Prepared and presented five presentations in a range of topics
- Conducted and presented research on the way millennials prefer learning
- Constructed a potential class for beginners learning the financial market basics
- Took part in a mock sales call simulation
- Received the Veritude award for Intern of the Summer
- Volunteered at a local Rhode Island school and food bank with fellow associates
- Placed first in the first segment of the SIDP Star Contest

Fidelity Investments, Smithfield, RI

May to August 2014 ***Administrative Intern for the FFAS FILMS Team***

- Entered data in the World Class system
- Structured an online marketing material booklet as well as an accompanying user guide
- Designed three potential proposal letter templates
- Sat in on team and department meetings
- Redesigned the FFAS internship program and presented it to a board of managers and Vice Presidents

Fidelity Investments, Smithfield, RI

May to August 2013 ***Administrative Intern in the FFAS Learning and Development Group***

- Entered data into scheduling systems
- Created PowerPoint decks (slides)
- Scheduled and organized business lunches for the department
- Sat in on team and department meetings
- Participated in intern activities (building a resume, developing interview skills, presentation practice)

Waste Management, Inc., Foxboro, Ma

July 2011

June and

Human Relations Intern

- Formatted work force I-9 Employment Verification
- Completed filing, data entry, and other miscellaneous administrative functions
- Supported Executive Assistant in planning and organizing WM Market Area business meeting

LEADERSHIP& ADDITIONAL EXPERIENCE

- Co-President and Co-Editor-in-Chief of the Her Campus Providence College
- Developed an Integrated Marketing Communications plan for Saint Mary's Sacred Heart School in N. Attleboro, Ma
- Organized the "Rock the Runway... Spread the Hope" fundraiser for Children's Cancer held on May 18, 2013
- Co-captained a series of fund-raising activities for the Jimmy Fund Cancer Walk
- Trained in Microsoft Office Suite: Word, PowerPoint and Excel