**EMILY SILIEZAR**

201 Boylston Street, Jamaica Plain, MA

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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