

# Emma Sutton

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## EDUCATION

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### University of North Carolina at Chapel Hill

May 2025

Bachelor of Science: Information Science - Data Science Concentration

Related Coursework: Python, R, Website Design, Database Management

## EXPERIENCE

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### Campus Life Coordinator, *Carolina Union*, Chapel Hill, NC

Sept 2022-May 2025

- Managed graduation requirements for over 15,000 undergraduate students, ensuring accurate record keeping.
- Organized programming events for the Union including those for voting advocacy initiatives and leadership bootcamps, enhancing student engagement.
- Coordinated with over 800 on campus, student-run organizations for constitution review and re-registration.
- Oversaw campus-wide website, HeelLife, to approve student forms and on campus events, streamlining administrative processes.

### LabCorps Intern, *United Way of Franklin County*, Franklinton, NC

May 2024-Aug 2024

- Created a functional bookings calendar and working inventory for the Innovation Mobile Lab, improving operational efficiency.
- Facilitated STEM related activities and events geared towards middle school students in underserved areas that promoted educational equity.
- Worked with potential donors in meetings and grant-writing, securing funding for community programs.

## ACTIVITIES

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Disability Advocates for Carolina - Treasurer, Fall 2024- May 2025

Carolina Women in Business - Mentor and Member, Fall 2021-May 2025

## SKILLS

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### Coding:

- R and RStudio
- Python and PyCharm
- Jupyter
- HTML

### Communications:

- Adobe Creative Suite
- Microsoft Office Suite, Certified Expert

