

# Emma Sandke

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## EDUCATION

### **Coronado High School, Coronado, CA**

*Expected graduation, June 2018*

## WORK EXPERIENCE

### **Coronado Chamber of Commerce, Coronado, CA**

*Paid Intern, July 2017- current*

- Organized data and charts on Excel and Powerpoint for presentations
- Organized community calendar for publication
- Developed database for business discounts
- Updated website content using WebLink

### **Coronado Yacht Club Dining, Coronado, CA**

*Busser/Hostess, April 2017 - September 2017*

- Cleared tables, set tables, worked hostess stand

### **Law Office of M. Tami Sandke, Coronado, CA**

*Filing Clerk, Dec 2015- 2016*

- Perform general office duties such as typing, operating office machines, and sorting mail.
- Sort or classify information according to guidelines, such as content, purpose user criteria, or chronological, alphabetical, or numerical order.
- Add new materials to file records and create new records as necessary.
- Scan and read incoming materials to determine how and where they should be classified or filed.

### **Law Offices of Massie and Berman, San Diego, CA**

*Filing Clerk, July 2016- Oct 2016*

- Add new materials to file records and create new records as necessary.
- Sort or classify information according to guidelines, such as content, purpose user criteria, or chronological, alphabetical, or numerical order.
- Read incoming materials to determine how and where they should be classified or filed.
- Place materials into storage receptacles, such as file cabinets, boxes or drawers, according to classification and identification information.
- Design forms related to filing systems.
- Eliminate outdated or unnecessary materials.
- Gather materials to be filed from departments or employees.

### **Christ Church Day School Nursery, Coronado, CA**

*Childcare, Sep 2016- May 2017*

- Perform basic tasks caring for children ages 0-3.

**Tutor- Paid, Coronado, CA**

*January 2017- now*

- Tutor elementary through high school students in all subject areas

**Babysitter, Coronado, CA**

*January 2015- now*

- Care for children ages 0-12

**ADDITIONAL SKILLS**

- Leadership skills through Associated Student Body.
- Coding in Python
- Website creation using HTML, CSS, and Javascript
- Planning and organizing events while leading a task team.
- Corresponding with event vendors through email and by phone.
- Negotiating contracts based on budget for various events planned through ASB.
- Community outreach experience through volunteering with organizations such as Meals on Wheels San Diego, the Coronado Public Library, the San Diego Senior Center, and Corazon De Vida.