

Emma Tallman
emmaktallman@gmail.com

EDUCATION

***Drexel University, Philadelphia, Pennsylvania, expected graduation December 2023
Masters in Library and Information Sciences***

***The George Washington University , Washington D.C, District of Columbia 2017-2021
Bachelor of Arts in Psychology, Cum Laude***

INTERNSHIP EXPERIENCE

THE COLLINGSWOOD PUBLIC LIBRARY

June 2023 – Present Youth Services Intern

- Assisted in children's and teens' programming
- Created recommendation lists for teens' collection using digital catalog
- Assisted in daily library tasks such as shelf reading and collection maintenance

THE AUTISM AND NEURODEVELOPMENTAL DISORDERS INSITUTE at GWU

September 2018-December 2019 Research Intern to Gabriela Rosenblau

- Completed CITI ethics training.
- Assisted in running EEG studies , recruitment for studies, and data entry into excel.

PROFESSIONAL EXPERIENCE

**FAMILY NANNY, August 2021 - Present
Barrington, New Jersey**

- Cared and ensured a safe environment for a one to three year old child
- Facilitated a daily schedule including mealtimes, reading, crafts, and outdoor play

**DAY CARE ASSISTANT, September 2014 – June 2017, May 2021 – June 2022
Susan Newell, Haddon Township , New Jersey**

- Communicated with children's parents or guardians about daily activities, behaviors, and related issues through daily written records and individual meetings.
- Organized and participate in recreational activities and outings, such as games and walking trips.

PRESCHOOL TUTOR, September 2020- November 2020

- Planned and taught mathematics and reading lessons for a preschool student.

**SUMMER NANNY, June 2018-August 2018 and June 2019-August 2019
Haddonfield, New Jersey**

- Cared and ensured a safe environment for children from the ages of 4-12.
- Planned and supervised engaging activities such as games, trips to museums, pools, and libraries.

**THE CONTAINER STORE, May 2018- August 2018
Part Time Sales Associate, Cherry Hill, New Jersey**

- Greeted customers and provided customer service, along with managing financial transactions.

EXTRACURRICULAR ACTIVITIES

PHI SIGMA PI NATIONAL HONORS FRATERNITY – February 2018-May 2021

Secretary August 2020-May 2021

- Managed requirement progress, attendance, minutes and correspondences of a chapter of over 45 brothers.

Leadership Chair August 2019-May 2020

- Organized community service and professional development events.

EPSILON SIGMA ALPHA COMMUNITY SERVICE SORORITY – February 2018-December 2019

- Completed over 50 hours of community service in 3 semesters.
- Participated in service programs at food banks, national parks, and other places in the Washington DC area.

ADDITIONAL SKILLS

- Microsoft Word, PowerPoint, Excel
- Minute taking and typing
- Familiarity with databases and various types of research