

# EMMA C. OLSON

emma.olson794@gmail.com • c: 914.837.7719 • emma-c-olson.weebly.com

## EDUCATION

**Smith College**, Northampton MA

Bachelor of Arts, Cum Laude, May 2016

<b>Major:</b>	Theatre Design	<b>Minor:</b>	Education & Child Study (Focus: Early Childhood Education)
<b>Honors:</b>	Dean's List 2012-2013, 2013-2014		
<b>Awards:</b>	2016 Yvonne Sarah Bernhardt Buerger Prize 2016 Marilyn Knapp Campbell Prize for Excellence in Stage Management		

University of Minnesota, Full Stack Flex Coding Bootcamp

Completion: August, 2022

## SELECTION OF WORK EXPERIENCE

### **Inventory & Webstore Manager**

**March 2021 – Present**

#### ***Northfield Yarn***

***Northfield, MN***

Maintained well-stocked display shelves and backstock. Managed all inventory tracking (purchasing, receiving, etc.) and implemented organizational systems to maximize efficiency. Coordinated the yearly store-wide inventory count: created the schedule & directed the store team, while refining the current inventory system. Boosted web sales by developing new & seasonal collections, improving upon website navigation, and keeping all web items up to date. Produced monthly web sales reports and presented the data in an easily digestible way. Developed relationships with customers while helping them find items, suggesting projects, and informing them of store events.

### **Retail Stock Lead & Sales Associate**

**November 2018 – March 2020**

#### ***Package Free Shop***

***Brooklyn, NY***

Ensured visual perfection of the store and restocked all merchandise to maintain full displays. Executed remerchandising of floor and window in accordance with seasonal campaigns. Maintained a well-organized stock room by receiving and processing shipments, unboxing and shelving product, properly labelling, and condensing stock to efficiently use very limited space. Communicated with the buying team regarding any inaccurate shipments. Managed the store team for inventory counts; counted stock every two weeks, documented, and accounted for variances. Implemented systems for documenting damaged items, requesting additional inventory, and sending informational alerts regarding new products. Acted as the manager on duty three days a week: encouraged the sales team to meet goals, wrote daily recaps detailing traffic and sales trends. As a Sales Associate, consulted with customers to understand their desires and suggest the best products to meet their needs.

### **Personal Assistant & Hiring Manager**

**September 2017 – Present**

#### ***Jo Brand***

***New York, NY***

Supported a young woman with Fibromyalgia and Chronic Fatigue Syndrome in creating a team of Home Care Assistants. Transitioned out of a service role into managing the hiring process for new assistants by writing and posting advertisements, reading and sorting through applications, conducting professional phone and in-person interviews, and assisting with decision making. Worked with the client to create and implement work policies and systems that benefit both her and the assistants.

### **AEA Freelance Stage Manager**

**June 2017 – November 2018**

#### ***Self-Employed***

***New York, NY***

Worked on eight productions in both Production Stage Management and Assistant Stage Management positions. Responsible for understanding and enforcing all union (Actor's Equity Association) rules and regulations. Created rehearsal calendars, daily schedules, and all organizational paperwork for tracking of props, costumes, and actors. Communicated all scheduling and safety information to the acting company. Maintained clear and open lines of communication between the director, producer, and designers, while also thinking critically about how the implementation of ideas will affect the actors.

## SKILLS & ACTIVITIES

MN Driver's License • MS Office & Excel • Google Suite • Shopify POS • POSIM • HTML • CSS • JQuery • Carpentry • COVID-19 Vaccinated • Data Organization

**Interests:** Sustainability, Fiber Arts, Photography, Recreational Sports (Volleyball, Softball, Basketball)