# **Emily Hamre**

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I am a sustainability student, passionate about the environment and sustainable development, and willing to learn and grow in other opportunities. I am action-oriented and enjoy being in team settings and working with others. I am eager to learn new skills and bring my experience to new opportunities.

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# **EDUCATION**

**Colorado State University** 

May 2026

**Ecosystem Science & Sustainability** 

## PROFESSIONAL EXPERIENCE

Administrative Assistant - Engineered Sports Therapy

Periodically Aug 2020 - Present

- Created payroll spreadsheets for the entire company
- Maintained and organized files and databases, and updated records
- Greeted every patient, and assisted with any of their needs
- Assisted in other office duties (clean-up, answering phones, scheduling, inventory etc)
- Proficiency in WebPT

#### Cashier

- Memorized over 100 + teas and 20+ types of honey

May -Aug 2024

- Greeted and assisted guests, making personalized recommendations
- Took cash and card payments working through POS system

Server - Boston's Pizza & Sports Bar

Aug 2021 - Aug 2023

- Managed high-volume service while ensuring accuracy and a positive guest experience.
- Collaborated with kitchen and bar staff to ensure timely and accurate order fulfillment.

## RELEVANT COURSEWORK & EXPERIENCE

Intro to Geospatial Science

Fall 2024

- Became proficient in ArcGIS

Strategic Writing and Communication -

Summer 2024

- Excellent written and verbal communication skills

Economics of Environmental Sustainability

Spring 2024

Numerical Modeling & Optimization -

**Fall 2023** 

- Optimized real-life modeling using Microsoft Excel coding

Engineering Graphics & Computing -

**Fall 2023** 

Feb 2025

- Familiar with AutoCad design aspects

## **CLUB AND VOLUNTEER ENGAGEMENT**

Kappa Kappa Gamma: Epsilon Beta

Aug 2022 - Present

- Developed strong networking and teamwork skills by collaborating with 170+ members on 10+ events per semester

Sustainable Business Club

Mar 2024 - Present

- Collaborated with Sustainable MBA students to learn more about sustainability on the business side

Plymouth Church

- Plated food for fundraiser raising money for subsidized housing

CLIMATECON! May 2024

- Assisted panelists and took notes and photos during each panel

- Interact with locals to assist them in gathering food and cleaning, sorting, and counting stock CSUnity - Neighborhood Cleanup