

Emily Jane Willson (EmJ)

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Profile

Recent graduate with a Bachelor of Science in Psychology and a minor in Management from Thomas College (3.9 GPA). Member of the Kiest Morgan Accelerated Program, eager to apply academic knowledge and hands-on experience in the field of Clinical Social Work.

Education

Thomas College, Waterville, ME

Bachelor of Science in Psychology, Minor in Management
Accelerated Degree Program
Graduated May 2025

Oak Hill High School, Wales, ME
Graduated 2022

Work Experience

Academic Affairs, Thomas College – Waterville, ME

Vice President's Office Assistant | September 2022 – May 2025

- Manage confidential correspondence, oversee project budgets, and provide database support.

Apple Valley Golf Course – Lewiston, ME

Pro-Shop Worker & Drink Server | May 2022 – September 2022

- Provided customer service, scheduled tee times, maintained equipment, sold merchandise, managed golf leagues, and worked in kitchen and beverage service.

Camp Laurel – Mount Vernon, ME

Office Administration Assistant | May 2024 – August 2024

- Managed administrative tasks including sorting mail, handling phone communications, and maintaining confidential medical and personnel records.

Thomas College – Waterville, ME

Early Start Tutor | September 2024

Alfond Youth & Community Center (AYCC) – Waterville, ME

Mentor Intern | January 2025 – May 2025

- Mentored youth through preschool day programs and after-school care programs, implementing emotional regulation and social skills development.

Poland Spring Resort – Poland, ME

Server/ Server Trainer | May 2025 –November 3rd

- Served tables in a fast-paced environment, demonstrated strong social skills, and efficiently bussed tables.

-Catered Wedding Dinners/Events: at the resort: large families, large trays, took drink order & food orders & served guests while supplying the venue with other amenities.

Polynesian Hostel Beach Club – Waikīkī, Honolulu, HI

Housekeeper & Receptionist | November 4, 2025 – Current (Part-time)

- Provided front-desk and housekeeping support in a high-volume hostel serving up to 100 guests.
- Answered phones, made reservations, and assisted guests with daily needs and inquiries.
- Maintained cleanliness of all guest rooms and common areas during scheduled cleaning shifts.
- Responded to guest needs off the clock while living on-site, ensuring a safe and welcoming environment.

Extracurricular Activities

- Active Minds Club (Mental Health Awareness)
- Special Olympics Club
- College Intramural Sports (Volleyball, Pickleball, Floor Hockey, Soccer)
- Yoga
- Thomas College President’s Innovation Challenge (Fall 2024): Affordable Housing in Maine

Research Projects

EDA Research Project (2023–2024): “The Power of Competitive Motivation”

Volunteer & Service Experience

- Hosted a Free Coat Drive at Thomas College (November 2024); proceeds donated to Hope House in Lewiston, ME and the Waterville Homeless Shelter.
- Volunteer, Hope House Family Support Center annual “Coats and Toys for Kids Drive” (since 2015).

Skills

Communication • Patience • Adaptable • Determined • Quick Learner • Flexible • Responsible • Strong Work Ethic • Customer Service

Academic Awards

- Thomas College President's List (3.8+ GPA): Fall 2022, Spring 2023, Fall 2023, Spring 2024, Fall 2024
- Oak Hill High School: Summa Cum Laude (2022, 3.7+ GPA)
- Kiest Morgan Scholar: Accelerated 3-Year Program
- Inducted into the Collegiate Alpha Chi National Honor Society (Top 10% GPA of class, 2024)