

## **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)