

Emily Yan

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Education and Certifications

BA in BDIC with a concentration in Graphic Design | Expected Graduation: Fall 2025
University of Massachusetts Amherst, Amherst, MA

Liberal Arts Associate Program | Graduated: Fall 2023
Holyoke Community College, Holyoke, MA

Certified National Figure Skating Instructor | 2021
Learn to Skate USA, Colorado Springs, CO

Professional Experience

Assistant Manager
West Lake Gourmet, Southampton, MA | 2015–Present

- Promoted from customer service associate to management in recognition of exceptional leadership and organizational skills
- Supervise a team of 7 staff members, oversee scheduling, and lead onboarding and training for new hires
- Manage inventory procurement and end-of-shift cash reconciliation to ensure seamless restaurant operations

HeadCount Team Leader
New England Region | 2023–Present

- Advocate for voter registration and transparency, contributing to nonpartisan efforts to increase civic engagement nationwide
- Provide unbiased information to voters to help make informed decisions

Assistant Varsity & JV Girls' Soccer Coach
Hampshire Regional High School | 2021–Present

- Mentor and train high school athletes, fostering skill development and teamwork across two competitive soccer teams
- Provide specialized 1 on 1 training for goalkeepers

Certified National Figure Skating Instructor
Amelia Park Arena, Westfield, MA | 2021–2023

- Taught figure skating fundamentals to children ages 3–15 in small group settings, emphasizing skill progression and confidence-building

Library Assistant
Edwards Library, Southampton, MA | 2016–2023

- Provided customer service and logistical support, including shelving materials and coordinating community-focused events and programs such as the annual summer reading initiative

Skills

- Figma
- Interactive prototyping
- Adobe software