

Emma Olson

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EDUCATION

Agnes Scott College

Bachelor of Arts in Psychology

GPA: 3.9

Honors: Elizabeth Kiss Trailblazer Scholarship, Maude Jackson Padgett Travel Award

Decatur, GA

Expected May 2022

EXPERIENCE

Easy Event Planning LLC.

Intern Success Team Member

- Contacted 30 interns a day on google voice and email, added data on hour log sheet for 250 interns, attended 3 team meetings weekly, offboarded 30 interns, organized pending intern information

Austin, TX

June 2020-July 2020

Department of Athletics, Agnes Scott College

Receptionist (work study)

- Greet visitors, students and staff, answer questions about the facility; manage the grounds of athletic complex, tennis courts, and soccer field

Decatur, GA

August 2018-present

The Carruthers Family

Nanny

- Provided care for two children aged 2 and 4 at the time; kept safe; prepared meals; engaged them in activities like outdoor play and art while upholding family values
- Completed household duties such as laundry and dishes; put kids to sleep for nap and bedtime

Austin, TX

June 2019-August 2019

Hudson Bell, Babysitting Austin

Babysitter

- Arrived early to jobs; cared for children ranging in age 0-14; played with kids; monitored their activities; supported family rules; created fun games

Austin, TX

September 2017 - December 2018

CAMPUS LEADERSHIP AND COMMUNITY INVOLVEMENT

UNICEF

Treasurer; Secretary

- Plan and present annual budget to other executive members and supervisors, approve and track expenses, prepare end of year reports

Decatur, GA

December 2019-present

Division III Basketball, Agnes Scott College

Captain; Team member

- Acted as the connection between coaches and players; held weekly meetings with coaches; planned logistical team schedules and expectations; communicated responsibilities; helped cultivate strong team chemistry
- Participated in practices and games 6 days a week, engaged in all team activities

Decatur, GA

August 2018 - February 2020

International HOPE Clinic

Nursing Assistant Volunteer

- Took patient vitals, cleaned clinical rooms, filed and exported documents, observed vaccinations and IV insertions, learned how to analyze bloodwork and fluids in laboratory

La Paz, Bolivia

May 2019

SKILLS

- Intermediate Spanish proficiency

