

**PERMANENT ADDRESS**

315 Timberlands Dr  
Louisburg, NC 27549

**Emily Andrews**

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(919) 618-3290

**UNIVERSITY ADDRESS**

319 Bragg Ave  
Apt 408  
Auburn, AL 36830

**EDUCATION**

**Auburn University;** Auburn, AL

May 2019

Bachelor of Science in Business Administration; Major: Finance

**Cumulative GPA: 3.2**

**University of North Carolina at Asheville;** Asheville, NC

August 2015 – May 2017

Completed 60+ Credit hours in business administration courses

**Cumulative GPA: 3.6**

**EXPERIENCE**

**Constangy Brooks, Smith & Prophete, LLP;** Opelika, AL

January 2018 – Present

*Paralegal*

- Develop and customize various drug testing policies and employee handbooks for use by employers
- Worked alongside firm partner in creating workplace policies, presentation materials, and articles to increase client development
- Organized and managed new client intake and relevant paperwork
- Served as client intermediary for the Opelika office
- Communicated with clients regarding policies, handbooks, and other workplace projects
- Manage firm partner's weekly time entry and expenses

**East Alabama Arthritis Center;** Auburn, AL

August 2017 – November 2017

*Medical Receptionist*

- Used critical thinking skills while preparing the next day's schedules for doctor, infusion nurses, and nurse practitioner
- Collect and organize patient records, insurance data, and co-payments
- Manage the front desk and schedule patient appointments

**Cobble Hill Bed & Biscuit;** Wake Forest, NC

July 2013 – December 2017

*Senior Kennel Technician & Office Assistant*

- Received two (2) merit-based promotions, ultimately supporting front-office operations
- Provided customer service through scheduling appointments, fielding phone calls, and greeting clients
- Communicated with clients regarding pets' status and owners' concerns
- Trained three (3) new technicians on proper procedures and office policies
- Managed and organized detailed healthcare documentation

**LEADERSHIP & ACTIVITIES**

**Real Estate Society;** Auburn, AL

January 2018 - Present

*Member*

- Monthly networking events and informational meetings for students interested in the Real Estate industry

**Student Management Association;** Asheville, NC

August 2016 – December 2016

*Founding Member*

- Began discussions with students and the potential organization sponsor about starting the Student Management Association at UNC Asheville
- Organized potential SMA events and reached out to students interested in becoming members

**HONORS AND ACHIEVEMENTS**

**University of North Carolina at Asheville Dean's List**

Spring 2016

**University of North Carolina at Asheville scholarship Recipient**

August 2015 – May 2017

**Ark Law Student Voices Scholarship runner-up**

January 2018