

Emma Kate Poole

www.linkedin.com/in/emma-kate-poole
(865)776-2054 • ekpoole8@gmail.com

EDUCATION

Bachelor of Science in Commerce and Business Administration, May 2025

The University of Alabama, Culverhouse College of Business, Tuscaloosa, AL

Majors: Finance and Economics Minors: Global and Cultural Perspectives and Real Estate

GPA: 3.9/4.0

Dean's List, President's List, University Honors College

COURSE WORK EXPERIENCE

Business Communications: Studied concepts central to effective and efficient writing in the workplace

Cultural and Global Perspectives: Focused on cultural, economic, physical, and political aspects of being a world citizen in the 21st century

Legal Environment of Business: Focused on relationships among law, business, political influences, and society

Statistical Data Analysis: Studied use of basic statistical concepts in business applications

WORK EXPERIENCE

TN Bank, Oak Ridge, TN

Summer Intern, May 2022 – August 2022

- Learned about and gained experience in retail functions of banking
- Strengthened customer service skills in a variety of dynamic situations
- Assisted in daily functions of a bank's teller line including providing customer service, answering phones, executing procedures, and promoting retail

First Baptist Concord, Knoxville, TN

Childcare Teacher, July 2019 – August 2022

- Focused on children ages 1 to 8
- Secured safety, health, and welfare of children
- Educated children about Jesus and importance of kindness through organizing and leading engaging activities

Kids Connect, Knoxville, TN

Instructor I, May 2021 – August 2021

- Ensured safety, health, and welfare of children ages 5 to 12
- Maintained schedule of daily activities and strict field trip activities and protocols
- Organized safe, fun, and engaging activities to create solid summer experiences

Tate's Day Camp, Knoxville, TN

Special Forces, May 2020 – August 2020

- Counseled every age group and worked in any position as needed
- Learned to be versatile and dealing with the unexpected
- Implemented importance of customer service through time working in welcome center position

Tate's Day Camp, Knoxville, TN

Counselor, May 2019 – August 2019

- Ensured safety, health, and welfare of children aged 3
- Gained experience in teamwork, time management, and interpersonal skills
- Organized safe, fun, and interesting activities to create solid summer experiences

LEADERSHIP

Leader in Training Program, *Tate's Day Camp*, Knoxville, TN

Leader in Training, May 2019 – July 2019

- Participated in college and career readiness workshops
- Focused on skills including leadership styles, resume building, communication, and team roles

ACTIVITIES AND SERVICE

Member: Alzheimer's Ends Here, Intramural Soccer Team, First College Ministry

Service: Alzheimer's Association, Humane Society of the Tennessee Valley