

Emily Yance

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EDUCATION

Bachelor of Science in Commerce and Business Administration

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

Major: General Business Minor: Real Estate

GPA: 3.4/4.0

WORK EXPERIENCE

Customer Service, May 2022- July 2022

Tacky Jacks, Orange Beach, AL

- Ensure each customer receives outstanding service by attending to needs for a perfect dining experience
- Developed a friendly environment with a greeting, acknowledging each customer, and knowledge of product
- Maintain a weekly work schedule which differed each week
- Organized all supplies in each station and ensuring all the supplies stay stocked
- Keep a clean area and orderly appearance throughout restaurant
- Process and ring in orders to register accurately and effectively

Office Assistant, May 2021 – June 2021

Harvill Construction, Mobile, AL

- Facilitated a effective office by filing paperwork and directing calls to appropriate areas
- Completed errands for boss and staff
- Communicated with businessmen developing conversation topics

Caregiver, March 2019 – Present

Babysitting, Mobile, AL

- Care for kids ages from 1 years old to 12 years old in parents' absences
- Ensure children are safe from harm by monitoring and being aware of the children's actions
- Assist with homework and other educational activities
- Prepared children's lunch and snacks making sure to provide a happy but nutritious eating experience

LEADERSHIP EXPERIENCE

Sorority Counselor, August 2022

Kappa Delta Set Leader, The University of Alabama, Tuscaloosa, AL

- Prepared new members for journey in sisterhood by providing knowledge and experience
- Supervised a group of 10 new members and making sure they are comfortable
- Directed all new members to event to new member retreat
- Created warm environment for new members to acclimate by showing good manners and a smile

VOLUNTEER EXPERIENCE

Al's Pals Mentorship Program

CrossingPoints Program

Prevent Child Abuse America

Tuscaloosa Soup Kitchen

HONORS & ACTIVITIES

Dean's List

SKILLS

PowerPoint, Microsoft Word, Excel