

Emily Sledzieski

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PROFILE

A dedicated and versatile Communication student at UMass Amherst, graduating in Fall 2024. Seeking opportunities in communications, sales, real estate, child care, or related fields. Open to remote, hybrid, and on-site roles, with a strong passion for working with children and pursuing a career in real estate.

EDUCATION

University of Massachusetts, Amherst MA *Expected Fall 2024*
College of Social and Behavioral Sciences
Bachelor of Arts in Communication

University of Rhode Island, Kingston RI *Jan 2020 - May 2021*
GPA: 3.4

EXPERIENCE

Server, Savannah's Bar and Bistro, Amherst MA *June 2023 - Dec 2023*

- Provided exceptional customer service in a high-volume dining establishment.
- Efficiently managed multiple tables to ensure timely and accurate service.
- Processed cash and electronic payments with precision and attention to detail.

Summer Camp Counselor, People's Institute, Northampton MA *June 2019 - Aug 2022*

- Supervised and cared for children aged 2-12, including those with special needs.
- Prepared nutritious meals and snacks, adhering to dietary guidelines.
- Organized and led engaging activities to foster learning and development.

Hostess, Eastside Grill, Northampton MA *June - Oct 2021*

- Performed a variety of tasks in a fast-paced environment, ensuring smooth operations.
- Developed proficiency in using new dining equipment and technology.
- Exercised leadership and problem-solving skills during peak business hours.

Sales Associate, Old Navy, Hadley MA *Sept 2019 - Jan 2020*

- Assisted customers throughout their shopping experience, enhancing customer satisfaction.
- Maintained store cleanliness and safety protocols during the pandemic.
- Communicated effectively with management regarding inventory and shipments.

Intern, Goggins Real Estate, Northampton, MA *Jan - May 2020*

- Supported real estate agents with administrative tasks and client interactions.
- Assisted in organizing property listings and scheduling appointments.
- Gained valuable insight into the real estate industry and property management.

Hostess, The Hotel Northampton, Northampton MA *Nov 2018 - Jan 2019*

- Interacted professionally with a diverse clientele, ensuring a welcoming environment.
- Transported heavy trays and supplies between kitchen and dining areas efficiently.
- Developed strong verbal and written communication skills.

High School Field Hockey Coach, Northampton High School, Northampton, MA

Aug 2020 - Nov 2020

- Coached and mentored high school athletes, fostering team spirit and sportsmanship.
- Developed and implemented training activities to enhance players' skills and performance.
- Organized and managed team schedules, ensuring smooth coordination of practices and matches.

CERTIFICATIONS

CPR, AED, and First Aid Certified

- Infants, Young Children, and Adults

TIPS Certified

SKILLS

Writing: Writing and Journalism based courses, Creativity, Written Communication

Design: Photography, Videography, Photoshop

Communication: Strong interpersonal communication skills, Proven ability to work effectively in a team, Strong project management skills