**Emily Aleman**

Address: Plainwell, MI 49080 | Cell: (269) 330-5555 | Email: emily.aleman@wmich.edu

LinkedIn: Top of Formwww.linkedin.com/in/EmilyNAlemanBottom of Form

|  |  |
| --- | --- |
| **EDUCATION** |  |
| Western Michigan University | Expected Graduation: December 2025 |
| Haworth College of Business | GPA: 3.96/4.00 |
| Bachelor of Business Administration | Major: Finance | Minor: General Business |
| Student Professional Readiness Series (SPURS) | Level: Silver |

|  |
| --- |
| **EXPERIENCE** |
| Arbor Financial Credit Union Externship | May 5, 2023 |
| * Participated in a one-day job shadow experience at Arbor Financial Credit Union through the Business Externship Program offered by the Haworth College of Business.
 |
| * Listened and communicated with current employees about their experiences and operations of a Credit Union, as well as potential future opportunities.
 |
| Marketing Class | August – November 2021 |
| * Prepared information throughout one trimester for an audit conducted later in the year for the school store.
 |
| * Improved cash-handling skills while preparing deposits from the school store.
 |

|  |
| --- |
| **VOLUNTEER EXPERIENCE** |
| *Friendship Wesleyan Church* |
|  Vacation Bible School | Summer 2016 – 2023 |
| * Guided a small group of children through lessons and aided those who were teaching.
 |
| * Assisted in preparing lessons and rooms as well as cleanup for 5 days each year.
 |
|  Trunk and Treat | October 30, 2010 – 2022 |
| * Took initiative and adapted to others’ needs during the event.
 |
| * Aided others in preparation and clean-up of the event every year.
 |
|  Meal Distribution | Thanksgiving Meal Distribution | 2020 | 2021 |
| * Served my community and school during COVID-19 for Otsego Public Schools by handing out meals biweekly.
 |
| * Assisted in providing meals to disadvantaged families in our community to facilitate a fulfilling holiday.
 |

|  |
| --- |
| **SKILLS** |
| * Motivated
 | * Hard work ethic
 | * Technology (hardware and software)
 |
| * Organized
 | * Attention to detail
 | * Communication (verbal and written)
 |

|  |
| --- |
| **INVOLVEMENT** |
| Cru Member | September 2022 – Present |
| * Facilitating personal growth, well-being, health, communication skills, and relationships.
 |
| Link | August 2021 – May 2022 |
| * Assisted students with special needs with their social abilities in a public school setting.
 |
| Academic Mentor | October 2017 – April 2018 |
| * Collaborated with other students while supporting them in their daily class assignments.
 |

|  |
| --- |
| **AWARDS** |
| Bronco Merit Scholarship | 2022 – 2023 |
| Western Michigan University Dean’s List | Fall 2022 – Fall 2023 |