

Emily Boland

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EXPERIENCE

Vollrath Factory — *Production Worker*

MAY 2017 - PRESENT, SHEBOYGAN, WI

- Work and communicate in a team to finish a job
- Follow specific instructions from superiors in order to correctly complete tasks
- Maintain high level of quality in products
- Work quickly and concentrate to meet time-oriented goals

The American Club — *Concierge*

MAY 2014 - MAY 2017, KOHLER, WI

- Communicate effectively with guests and coworkers in person, over phone, and through email in order to ensure the guests' five-star stay
- Know and relay information about The American Club, Kohler, and the local area, tailoring suggestions to the guests needs
- Manage and prioritize numerous tasks at once
- Receive and fulfill any request presented by a guest including dinner, spa, and activity reservations
- Assist and work with other departments when needed

EDUCATION

St. Norbert College, De Pere, WI - *Graduate 2019*

AUGUST 2015 - PRESENT

Bachelor of Arts in English
Bachelor of Arts in Communication
Minor in Business Administration

AWARDS

St. Norbert College Dean's List

FALL 2016

St. Norbert College Presidential Scholarship for Academics

AUGUST 2015 - PRESENT

ALPHA XI DELTA

FALL 2015 - PRESENT

Positions Held:

Judicial Board

CURRENT

- Help group run smoothly by addressing any issues
- Work with others to problem-solve and find a solution for issues between different parties
- Remain trustworthy, keeping necessary information confidential
- Remain unbiased when presented with an issue

Sisterhood Chair

FALL 2015 - SPRING 2016

- Planned different activities on and off campus to build a sense of closeness throughout the group

Additional Work:

- Volunteer for and work with Autism Speaks by raising money and participating in on-campus and off-campus events
- Volunteer throughout the community and on-campus at different organizations at least twice a semester

