

Emelie Howley

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Objective

I am an ambitious young professional seeking to start my post-graduate career in a Spanish or French-speaking country, where I can utilize my internationally focused degree and studies.

- B1 level Spanish and French Language Proficiencies with the desire to become C-level
- Proficient in a variety of software tools including Microsoft Office, Excel, and most social media platforms
- Resourceful and able to live independently and flourish in foreign countries, familiar with the documentation and travel processes
- Adept in data input, collection, and analysis in both a professional and academic capacity
- Experience in various fields including travel arrangements, sustainable consulting, management, public policy, and event planning
- Exceptional interpersonal skills and understanding of various cultures and practices
- Curiosity, drive, and expertise in solving any lapses in knowledge or language

Work Experience

Personal Assistant to Executive Daniel Rivenbark

| AZ, USA | November 2019 – December 2021

- Successfully managed scheduling, travel arrangements, and various event planning needs for Daniel as he worked and transitioned between executive positions at Coplex, Walmart, and 7/11
- Designed and executed events for up to 250 people and managed travel plans for 10+ professionals

Financial Assistant

Integra Wealth LLC | TN, USA | December 2017– April 2018

- Successfully handled entering and organizing decades of physical records into Microsoft Office
- Managed client outreach for the firm of around 500 clients

Restaurant Manager

The Family Diner | TN, USA | 2017-2018

- Staffed, hired, and scheduled the restaurant for over a year, with a staff of 15+
- Worked with a staff of 15+ and the restaurant doubled in profit during my employment

Education

Arizona State University - Arizona, USA - 2018-2021

BS Political Science, Minor in Sustainability, and Certificate in Global Studies

- Recurring Dean's List student. Graduated within three years under the Barrett Honors program
- Participated in advanced/exclusive courses taught by members of the US Department of State

Universidad de Nebrija - Madrid, Spain - January 2020 - May 2020

- Lived independently abroad while taking full-time courses in Spanish Language and History
- Took focused classes on the European Union taught by EU and UN advisors