

# Emily Hlavac

2129 Beechwood Street | Orefield, Pennsylvania | 484.707.1094 | ehlavac@udel.edu

---

## EDUCATION

---

### University of Delaware, College of Arts and Sciences

Newark, DE

*Communications Interest Major*

May 2022

*Event Management Minor*

**GPA: 3.93, Dean's List:** Fall 2018, Spring 2019

**Relevant Coursework:** *Principles of Communications Theory, Communications and Interpersonal Behavior*

### Allentown Central Catholic High School

Allentown, PA

*High School Diploma*

June 2018

**GPA: 3.91, Honor Roll** Fall 2014, Spring 2015, Fall 2015, Spring 2016, Fall 2016, Spring 2017, Fall 2017, Spring 2018, National Honors Society member, Day-Maurin Service Society member, Viking Ambassador (tour guide), Viking Mentor, Lacrosse Team captain, Student Council representative, Pep Club Vice President, Red Cross Club member, Key Club

## WORK EXPERIENCE

---

### Hoffman Hlavac & Easterly

Allentown, PA

*Social Media/Public Relations Manager*

May 2019-Present

- Planned and oversaw execution of all firm marketing events and seminars; manage blog and all blog posts; manage firm website and all content; created and maintained Instagram, Facebook, Twitter, and LinkedIn pages

### Norris McLaughlin, P.A.

Allentown, PA

*Office Clerk*

May-August 2018

- Organized files, processed word documents, and assisted attorneys/staff with miscellaneous assignments

## VOLUNTEER EXPERIENCE

---

### Central City Project

Allentown, PA

*Volunteer*

October 2014-June 2018

- Worked in the community garden to harvest food for community dinners; served as waitress at the dinners; helped plan and work clothing and food drives; cooked food for community dinners

### Boys and Girls Club

Allentown, PA

*Volunteer Mentor*

October 2016-May 2018

- Mentored, monitored, and tutored students after school

### Travis Manion 5K Run

Orefield, PA

*Volunteer*

September 2016-September 2017

- Managed water station for race, including supervision of volunteers

### Camelot for Kids

Bethlehem, PA

*Buddy*

July 2016-August 2017

- Guided campers through numerous activities and ensured the camper's safety throughout the day

## ACTIVITIES

---

### Gamma Sigma Sigma Sorority—Member

September 2019—Present

- National service sorority; perform service activities around the University campus as well as greater Newark area

### Phi Sigma Sigma Sorority—Member

April 2019—Present

- Host many events around the University to unify the campus, while also playing a key role in philanthropic events and fundraising

### University of Delaware QUEST Program—Quester

August 2018—June 2019

- Participated in workshops to improve leadership skills; helped clean up a local school

### Blue Hen Leadership Program

August 2018—June 2019

- Attended workshops focused on strengthening leadership skills; improved professional skills