

Emily Leonard

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Summary

An ambitious student pursuing a Political Science and Criminal Justice dual degree. Adaptable and driven with a strong work ethic and the ability to thrive in team-based or individually motivated settings.

Skills

*Team collaboration *Professional and mature *Working collaboratively
*Relationship building and rapport *Understands confidentiality

Education

Elmhurst University | Elmhurst, IL

**Majoring in Criminal Justice
and Political Science**

Expected Graduation: 06/2024

*Presidential Scholarship Recipient

*Pre-Law Club, Member

*Honors Program, Member

*Kappa Kappa Gamma, Events Director

*Mock Trial, Captain

Elgin Community College | Elgin, IL

Gen Ed Credit Towards Transfer

08/2019 - 07/2020

**Part-time student during senior year of
high school*

St Charles East High School | St Charles, IL

High School Diploma

Graduated 06/2020

*National English Honor Society, Member

*Mock Trial, Captain

*Reaching Fluency in the French Language

Experience

Monarch Landing | Naperville, IL

General Services

06/2020-01/2022

- Followed CDC Covid-19 screening guidelines for visitors, residents, and staff.
- Received internal and external calls requesting assistance.
- Sorted incoming mail and packages ensuring proper delivery to residents.
- Hospitably interacting with residents, guests, and visitors answering questions, and providing guidance.
- Assess emergency situations and dispatch the appropriate personnel.
- Maintain records of deliveries according to policies and procedures.

Townhouse Books and Cafe | Saint Charles, IL

Server

07/2019-03/2020

07/2020-Current

- Studied menu items daily learning prep, product, and service procedures.
- Welcome guests with a warm smile and provide a positive memorable first impression.
- Ensured accurate financial transactions to all guests with multiple forms of payment.
- Followed sanitization procedures as directed by the health department.
- Assisted team members with opening and closing procedures.
- Provided exceptional guest experience by anticipating their needs and delivering on hospitality promises.