

# Vienna Wiseman

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## EDUCATION

### University at Albany

1400 Washington Avenue  
Albany, NY 12222

August 2024 – Present (expected May 2027)

- ❖ *Bachelor of Science - Major: Accounting; Minor: Business*
- ❖ *School of Business Direct Admit & Honors College*
- ❖ *GPA: 3.97*
  - *Ellen Fine Levine '78 Scholarship; Dean's List; Presidential Honors Society*

## WORK & LEADERSHIP EXPERIENCE

### University at Albany Welcome Experience Team – Ambassador

January 2025 - Present

Albany, NY 12222

- ❖ Demonstrate professionalism and respect when sharing well-educated knowledge, experiences, and thoughtful answers to at least three prospective families a week.
- ❖ Manage organized tours with an outgoing personality that presents over fifteen locations, ten resources, and five fun facts of the campus.
- ❖ Promote UAlbany pride and build relationships with prospective students to help them feel comfortable and welcomed.

### University at Albany's The Well – Group Exercise Instructor

January 2025 - Present

Albany, NY 12222

- ❖ Maintain leadership skills to ensure students are following along during exercises, understanding how to properly complete workouts, and feeling comfortable with their bodies and minds.
- ❖ Develop three organized and planned out classes for Advanced Pilates and Indoor Cycling groups through visual demonstrations, oral cues, and motivational aspects.
- ❖ Learn and memorize muscles, joints, bones, and movements of the body to create and display correct exercises for body parts and motions ensuring no injuries as well as providing modifications while pushing students out of their comfort zone.

### University at Albany Learning Commons – Peer Tutor

August 2025 - Present

Albany, NY 12222

- ❖ Meet with tutees one to three times a week to discuss goals, action plans, and review study questions to help the students improve and become more confident in their academics.
- ❖ Plan ahead and personalize sessions to students' interests and experiences so they can relate and have a deeper understanding of topics they may struggle with.
- ❖ Help tutees learn and apply concepts that are taught through various types of material while providing feedback based on their progress.

## EXTRACURRICULAR ACTIVITIES

- ❖ *Secretary of Live Reality Games Club*
- ❖ *World Ambassador of Business Living-Learning Community*
- ❖ *Member of Albany Student Press (ASP)*
- ❖ *EY CHARGE – Grant Recipient*
- ❖ *Expedition EY – Advanced Level*

August 2025 – Present  
May 2025 – Present  
August 2024 – Present  
June 2025 – August 2025  
March 2025 – May 2025

## COMMUNITY SERVICE

- ❖ *Organization Tabling and Advertising: 4 hours*
- ❖ *First Year Experience Community Connections: 4 hours*
- ❖ *Breast Cancer & Autism Acceptance Events: 25 hours*
- ❖ *East Shore Little League Playbook Keeping: 50 hours - Jr. Assistant Coach*
- ❖ *St. Sylvester's Church: 75 hours – Co-Director (2023-2024)*

May 2025 - Present  
September 2025  
October 2021 – October 2024  
July 2023 – August 2024  
September 2017 – June 2024

## TECHNICAL SKILLS

- ❖ *Microsoft (Excel, PowerPoint, Word, Teams, etc.), Google (Drive, Docs, Sheets, Slides, etc.)*
- ❖ *Intuit QuickBooks – Intermediate Level*
- ❖ *Communication Platforms: Slate, Slack*
- ❖ *Trained in Tutor Essentials, a CRLA-aligned tutor training course*
- ❖ *Heartsaver First Aid & CPR Certification: Issued January 2025*