

Emily Green

320 Grand Ave, Iowa City, IA 52242
Emily-r-green@uiowa.edu | (224) 385-4870

EDUCATION

The University of Iowa | Iowa City, IA

Anticipated May 2027

B.B.A Finance

- GPA: 3.9/4.0
- Dean's List

McHenry County College | Crystal Lake, IL

Dual Enrollment

- President's List
- Dean's List

WORK EXPERIENCE

Front Desk Manager | *The Fattfro Zone* | Lake Barrington, IL

March 2022 – July 2024

- Managed customer service operations, including membership sales, employee scheduling, and enforcement of company policies
- Developed and executed plans to enhance customer satisfaction and foster loyalty among members
- Implemented strategies for team development and performance improvement based on thorough analysis of customer feedback
- Trained new employees and mentored throughout the transitional phase

Restaurant Hostess | *California Pizza Kitchen* | Deer Park, IL

November 2021 – March 2022

- Welcomed and assisted guests from the moment of arrival and ensured customer experience met high standards
- Supervised reservations/waitlists and guided to seats at events, handled dietary restrictions
- Greeted patrons with a friendly smile and created a welcoming environment for guests

VOLUNTEER EXPERIENCE

Northwestern Discovery Program | *Northwestern Hospital* | Huntley, IL

October 2022 – July 2023

- Completed 9-month mandatory training to gain insight into how to support medical professionals
- Simulated medical procedures and utilized communication skills to coordinate with my peers

COLLEGE ACTIVITIES

Member | *Women in Business*

August 2024 – Present

Member | *Financial Management Association*

September 2024- Present

Member | *Tippie Students for Service*

August 2024 – Present

Member | *Paws*

August 2024 – Present

Member | *Tippie International Buddies*

September 2024-Present

HIGH SCHOOL ACTIVITIES

Connect Crew Leader | Cary Grove High School | Cary, IL

August 2022 – May 2023

- Managed class of 20 students in planning and preparing for future education
- Guided tours for incoming Freshman and led orientation seminars

Captain- Varsity Softball | Cary Grove High School | Cary, IL

January 2021 – June 2024

- Led team as captain, fostering a culture of collaboration, motivation, and accountability
- Mediated conflicts between teammates and ensured a positive, cohesive team environment
- Mentored new and younger players, guiding both skills and team dynamics