

# EMMY ROGERS

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## EDUCATION

**Eastern Illinois University**, Charleston, IL, June 2025 – May 2026  
Master of Business Administration, Applied Management GPA: 4.00/4.00  
**Eastern Illinois University**, Charleston, IL, August 2022 – May 2025  
Bachelor of Science in Business, Finance – *Summa Cum Laude* GPA: 4.00/4.00

## EMPLOYMENT EXPERIENCE

**Graduate Assistant**, EIU MBA Program – Charleston, IL, August 2025 – May 2026

- Managed MBA program website and communications using a CMS, supported student recruitment campaigns reaching 300+ prospective students and coordinated marketing initiatives and events.
- Developed meeting materials using Word, Excel, and PowerPoint and tracked action items.
- Standardized 20+ faculty syllabi and provided Operations Management tutoring.

**Teller CSR**, First Financial Bank – Charleston, IL, October 2024 – July 2025

- Processed deposits, withdrawals, and loan payments in compliance with banking regulations and reconciled cash drawers daily with 100% accuracy.
- Exceeded monthly referral sales goals (10+) and completed annual ABA compliance training.

**Call Center Representative**, EIU Alumni Call Center, - Charleston, IL, October 2023 – April 2024

- Conducted 500+ outbound calls to alumni using an automated dialer to support fundraising and event promotion while maintaining accurate donor records using a CRM system.

**Teacher Assistant**, The Goddard School, - Hawthorn Woods, IL, May 2023 – August 2023

- Supported classroom operations and compliance while collaborating with teachers and parents.

**Sales Associate**, Goodwill Store & Donation Center - Mundelein, IL, September 2020 – July 2022

- Assisted with retail operations, cash handling, and daily cash reconciliation.

## LEADERSHIP ACTIVITIES

**Graduate Committee**, Eastern Illinois University

*General Member* August 2025 – December 2025

- Represented graduate students on curriculum and policy decisions, recording minutes.

**Kappa Delta Sorority**, Eastern Illinois University

*Vice President Finance* October 2022 – December 2024

- Managed the chapter's annual budget, prepared monthly financial reports, processed dues and reimbursements, and coordinated with the national organization.

*Computer Chairman*

October 2022 – December 2024

- Presided over meetings regarding potential new member evaluation during recruitment.

*General Member*

October 2022 – May 2025

- Participated in PCAA fundraising, Girl Scout mentorship, and community service initiatives.

## SKILLS

- Financial reporting, budgeting, and cash reconciliation
- Banking operations and ABA compliance
- Microsoft Excel, Word, PowerPoint, and Access
- CRM and CMS management