

Emilee Sheaffer

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Highly motivated, disciplined student seeking an opportunity to inject my enthusiasm and intellectual curiosity into an environment that will further enhance my professional experiences in business

EDUCATION

Towson University

Dual Major in Business Administration and Business Systems & Processes

August 2018 - May 2022

Dean's List Student

GPA 3.79 / 4.0

- Involvement: Vice President of Finance for Kappa Delta Sorority, Zeta Mu 2020-2021
- Scholarships: Stephen K. Shock Memorial Scholarship 2020-2021, Steve Van Dyke Memorial Scholarship 2019-2020
- Relevant courses include Introduction to ERP Systems, Writing for Business and Industry, Principles of Marketing, Calculus for Applications, Microeconomic Principles, and Principles of Financial Management

EXPERIENCE

Northrop Grumman / Peraton

Business Operations Intern

June 2020 – Present

- Obtained a Level 1 Public Trust Clearance
- Support the Contract Management Team with moving candidates through the SSA clearance process
- Format resumes of candidates for the SSA and support the team in daily activities

Towson University

Calculus & Mathematics Tutor

January 2019 - Present

- Lead weekly sessions with class sizes of 15-20 students covering several topics in Calculus including derivatives, optimization, and interest principles
- Personalize tutor settings for larger groups of up to 75 students covering materials that serve as a review preparation for upcoming exams
- Help individual students during 1:1 session covering additional math subjects such as Developmental Math, Precalculus, Algebra, and Calculus

Orientation Leader

March 2019 - August 2019

- Guided incoming students through the New Student Orientation Program
- Increase student's knowledge and comfort with the university
- Benefited from meeting new people and encouraging apprehensive new students to get involved in various aspects of Towson by sharing my enthusiasm for college life

Hollie B. Ellis, DDS

Administrative Assistant

Summer 2017, December 2019-January 2020

- Made dental appointments
- Collected, organized, and managed patient payments and paperwork

Recognition

Level 1 Public Trust Clearance

Social Security Administration

National Honor Society Member

Monthly service events 2015-2017

McDaniel College Wind Ensemble

Community member flutist 2016-2017

Leadership

National Honor Society Executive Board
2018

South Carroll High School Yearbook
Editor 2018

Skills

Microsoft Certified Specialist in Excel

- *Verified through the Excel 2016 Microsoft Office Specialist Exam*

Proficient in the Microsoft Office Suite of Products

Google Docs and Google Sheets

Research skills

- *Data collection, technical skills*
- *Communication, planning*
- *Problem Solving*