

Emilee E. Sheaffer

Towson, MD

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Summary of Qualifications:

- Two years of experience in teamwork and leadership
- Proficient with Microsoft Excel and Word 2016
- Pursuing BS in Business Administration and Business Systems, Towson University
- Kappa Delta Sorority Vice President of Finance overseeing an \$100,000 budget.
- Attention to detail when completing tasks and projects.

EDUCATION

Bachelor of Science

September 2018 – May 2022

Majoring in Business Systems & Processes

Majoring in Business Administration

with a Leadership and Management Concentration

Towson University, Towson, MD

GPA – 3.80/4.0

Dean's List 6 semesters

Scholarships/Certifications: Mid-Atlantic CIO Forum Scholarship 2021-2022, Christopher Scott Stark Memorial Scholarship Endowment 2021-2022, Stephen K. Shock Memorial Scholarship 2020-2021, Steve Van Dyke Memorial Scholarship 2019-2020, Microsoft Certified Specialist in Excel verified through MOS Exam 2018

Relevant Coursework: Introduction to ERP Systems, Business Communications, Principles of Marketing, Calculus for Applications, Microeconomic Principles, Organizational Theory & Development, and Principles of Financial Accounting

Involvement: Kappa Delta Sorority Vice President of Finance 2020 – 2021, Calculus and Mathematics Tutor 2019 – 2021, Student Ambassador 2019 – 2020, and Orientation Leader 2019

EXPERIENCE

Financial Analyst Intern

June 2021– Present

Peraton, Woodlawn, Maryland

- Obtained a Level 1 Public Trust Clearance with the SSA.
- Works closely with a Project Manager in supporting project management activities as needed.
- Gathers staffing and financial forecast data for over 200 employees, prepares reports and presents to leads and/or management for analysis.

Business Operations Intern

June 2020 – May 2021

Peraton, Woodlawn, Maryland

(Previously Northrop Grumman)

- Obtained a Level 1 Public Trust Clearance with the SSA.
- Support the Contract Management Team with moving candidates through the SSA clearance process.
- Format candidate's SSA resumes and support CMT in daily activities.

Calculus & Mathematics Tutor

January 2019 – May 2021

Towson University, Towson, Maryland

- Teach up to 75 students covering exam review materials in Calculus including derivatives, optimization, and interest principles.
- Guide students during 1:1 session through additional math material in subjects such as Developmental Math, Precalculus, Algebra, and Calculus.