

Emma Vacek

EDUCATION

Nebraska Wesleyan University — *B.A. Political Science, Minor in History and French*
August 2019 - December 2022 Lincoln, NE

- Cumulative GPA 3.7
- Fall 2019 & 2022, Spring 2020 & 2021 Academic Honors
- Study abroad Korea University, Seoul South Korea, 2021-22
- College Democrats & International Relations Organization participant & School News-Journal writer

CERTIFICATIONS

- Proficient in Microsoft and R studio
- Prep Cook Food Handlers Permit 2020
- Nebraska State and City Liquor License 2020

EXPERIENCE

Peace Corps Benin Volunteer — *TEFL volunteer*
June 2023 - August 20225 Cotonou, Benin

- Taught classes with little technology
- Attended weekly meetings to improve teaching
- Able to work with different languages and cultures

The Landing Retirement Home — *Lead Server/Receptionist*
March 2018 - June 2023 Lincoln, NE

- Assists elderly with the dining experience and news correspondence
- Responsible for employees' work habits, training, and requests
- Able to work with different disabilities; (blind, deaf, immobile)
- Adapted and updated staff and residents on COVID-19 guidelines

Nebraska Wesleyan University — *Student Instructor*
August 2022- December 2022 Lincoln, NE

- Gave presentations over lessons and readings
- Advised students with schedule and class planning
- Worked with the professor to create a daily schedule for class
- Evaluated students' performance and website building

Sodexo, Arbor Day Café — *Barista*
September 2019 - May 2021 Lincoln, NE

- Responsible for taking inventory and checking daily procedures
- Maintain a clean and organized workplace
- Multitasking under pressure

Lincoln Fire and Rescue — *Intern*
July 2018 - September 2018 Lincoln, NE

- Filed and input important documents into data software
- Memorized and aided with appointments and scheduling
- Completed various editing tasks in a timely and organized manner
- Created handbooks for training and technical procedures

VOLUNTEERING

Community Learning Center — *Teaching assistant to Adult ELL class (24 hr)*

- Assisting and encouraging language learning games
- Creating small language groups to practice conversation

Nebraska History Day Judge— *Judging documentaries (4hr)*

- Review and grade high school students' documentaries
- Promoting history in interviews and engaging students

ISEP Study Abroad — *Social Media Ambassador (12 hr)*

- Promoting the Korean exchange program
- Participating in a Q&A panel for new and curious exchange students

Private Tutor — *Teaching English (2hr a week)*

- Practicing conversation and question words
- Promoting confidence with speaking English

Guest Speaker — *Promoting scholarships and study abroad (3 hr)*

- Visiting classrooms to promote study abroad and answering questions
- Creating powerpoints to spark student interest
- Sharing my experiences applying for prestigious scholarships and essay writing