

Emma McDonald

Livingston, TN 38570

931-650-1992

LinkedIn: www.linkedin.com/in/emma-mcdonald15

EDUCATION

Tennessee Technological University, College of Business

Bachelor of Science in Accounting

College of Business Certificate in Banking

GPA: 4.0

Cookeville, TN

Expected Dec. 2020

EXPERIENCE

Tennessee Technological University

Student to Career, College of Business

Professional Development Associate

Cookeville, TN

January 2018-Present

- Manage the Professional Clothes Closet in the College of Business and organize a yearly suit sale for students
- Advise peers on personal branding and etiquette through interview, resume, social media, and dining workshops
- Plan strategically to make each event and program sustainable

First National Bank of Tennessee

Teller

Livingston, TN

May 2017-Present

- Aid in internal audits when necessary
- Process customer deposits, loan payments, withdrawals, and various types of transactions.
- Balance transactions and personal money drawer

The Pallet People

Co-Owner, Designer

Livingston, TN

2016-Present

- Account for all expenditures of the business
- Create signs made primarily of pallet wood to sell at barn sales, craft shows, and through custom orders
- Design sketches or drawings for upcoming projects
- Market the business through social media and word of mouth

Livingston Dance Studio

Dance Instructor

Livingston, TN

2013-May 2018

- Taught choreography and dancing techniques to students of all ages
- Communicated with dancers and parents about expectations and announcements
- Prepared students for recital by choreographing and teaching the class a dance to perform

RELATED SKILLS

Microsoft Office Suite

Social Media Management

Event/Project Management

CAMPUS & COMMUNITY INVOLVEMENT

Vice President, College of Business Student Ambassadors

President, Accounting Club

Study Abroad Experience in Cuba

Blog writer at emmamarietn.com

Volunteer/Choreographer, Livingston Academy Theater

First National Bank Business Development Committee

Volunteer, Putnam County-Cookeville Chamber of Commerce (2018)

Volunteer, Highlands Economic Partnership (2018)

Secretary, TTU Student Government Association (2017-18)

Senator, TTU Student Government Association (Fall 2018)