

EMMA LOPEZ-BIANCHI

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OBJECTIVE: Senior student at New Jersey City University with 3 years of professional experience in community engagement and volunteerism who seeks to obtain a position in a nonprofit sector in the field of Public Administration.

EDUCATION & SKILLS

B.A. Sociology

Minor Psychology

New Jersey City University (NJCU)

Anticipated graduation May

2020

- **Bilingual Spanish/English**
- **Microsoft**
 - Excel
 - Word
 - Powerpoint
 - Adobe
 - Photoshop
- **Graphic Design**
 - Flyers
 - Advertisement
 - Promotional
 - Merchandise
- **Travel Booking**
 - For Groups 10+
- **Calendar Scheduling**
 - Setting appointments
 - Scheduling meetings
- **Public Speaking & Interpersonal Communication**
- **Supervisory & Training**

WORK EXPERIENCE

Student Assistant **2018-Present**

Center for Community Engagement-Jersey City,
NJ/ New Jersey City University

- Responsible for overseeing students in key community engagement activities supporting the university.
- Supervise Work-Study students
- Restock the Food Pantry and distribute to all of the NJCU community
- Pick up or drop off any important documentation to certain departments
- Always on-call

Administrative Assistant/Personal Assistant **01/20-Present**

City Therapy, Hoboken, NJ

- Handle multiple projects
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Write and edit documents from letters to reports and instructional documents
- Call health providers to verify clients payments

Outreach Coordinator **02/20-Present**

Bridges Outreach Inc., Summit, NJ

- Ensure consistency and integrity of the outreach for volunteers and homeless
- Confirm volunteers and coordinate with group organizer
- Interface between housed and homeless

References Available Upon Request