

**Emily Lawson**  
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## EDUCATION

**Macalester College**, Saint Paul, MN Bachelor of Arts Degree Expected May 2015  
Expected Major: Anthropology, Psychology  
Expected Concentration(s): African Studies, Human Rights & Humanitarianism, Community and Global Health

## EXPERIENCE

**Macalester College Anthropology Department**, Saint Paul, MN September 2011 – Present  
*Office Assistant*

- Provide clerical services for the department, including assisting faculty with clerical needs, greeting and guiding students toward department resources, and auditing ethnographies

**Texas Roadhouse**, Anderson, IN December 2009 – Present  
*Guest Relations Manager*

- Provide services to guests; handle complaints and other immediate issues
- Manage a staff of 20-30 hostesses and servers through 5-10 hour shifts
- Act as a liaison between general employees and full-time managerial staff
- Currently employed during should I return during academic breaks – performing in the managerial, and service positions

**Catholic Charities Indianapolis**, Indianapolis, IN May 2012 – August 2012  
*Refugee Resettlement Program Intern*

- Co-organized an annual Women's Business program for female Refugee clients
- Completed home visits to newly resettled Refugees and families
- Provided access to Federal resources for Refugee clients
- Served as an ELL instructor to clients
- Processed data for Federal tracking purposes

**The Herald Bulletin**, Anderson, IN September 2009 – January 2011  
*Features Journalist Intern/Freelancer*

- Conducted interviews, both in person and by phone, based off of ledes
- Authored articles for daily press; primarily features, but also breaking news and current events
- Produced pieces for the paper's quarterly magazine, *Madison*
- Acquired basic clerical knowledge, as well as transcribing skills

## EXTRACURRICULARS

**Sophomore Leadership Program** September 2012 – Present  
*Sophomore Participant*

**Residence Hall Association** November 2011 – Present  
*Chair*

- Act as a liaison between the Residential Macalester community and administrative

- departments to resolve basic Residence Life issues
- Provide a more inclusive communal living space through events and programming

**Lilly Lives of Commitment**, Macalester College, Saint Paul, MN August 2011 – Present  
*Volunteer ELL Instructor, Skyline Tower* September 2012 – Present

- Sophomore Leader to incoming First Year Lives of Commitment students – creating community, providing peer support
- Serve as an instructor/learning partner to Somali elders

*Volunteer ESL Instructor, Guadalupe Alternative Program* August 2011 – May 2012

- Fall 2011: served as a one-to-one instructor, working with an individual student on basic English
- Spring 2012: co-teach a class of 9-11 ESL students with a specific focus on immigrant rights

### SKILLS

**Leadership:** Certified Minnesota AIDS Project HIV/AIDS educator; strong communication skills/rapport, extensive background in conflict resolution/acting as a liaison, punctual, persistent, acute attention to detail

**Language:** Spanish Fluency

**Clerical:** Communicatively efficient – via phone, e-mail, fax; Microsoft Office/Open Office proficient; well-versed in Linux, Mac, PC systems; archiving; data entry (Federal tracking systems); familiarity with Qualitative Data Analysis information systems

### REFERENCES

Venson Curington, *Macalester College* (651) 756-0056, vcuringt@macalester.edu  
 Lauren Figg, *Supervisor – Catholic Charities Indianapolis* (765) 748-8925, lefigg@gmail.com  
 Sarah Beard, *Service Manager – Texas Roadhouse* (765) 623-9520, sarah.beard.e@gmail.com  
 Eily Marlow, *Lilly Program Director – Macalester College* (651) 696-6738, marlow@macalester.edu