

# Emily Feng

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## Education

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### Bachelor of Arts

Expected May 2025

Grinnell College

Grinnell, IA

- GPA: 3.40/4.00
- *Selected Coursework*: Introduction to Statistics, Introduction to Economics, Labor Economics

## Experience

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### Student Worker

September 2021–Present

Dining Services, Grinnell College

Grinnell, IA

- Prepare and serve high quality pasta dishes utilizing elements of the SafeServe training program
- Train and motivate new student employees on procedures and protocols

### Math Tutor

August 2019–May 2021

Richwoods High School

Peoria, IL (Remote)

- Instructed three students individually in advanced algebra, twice a week via video call
- Provided constructive feedback and coached students in problem solving challenging assignments
- Increased student grades by 25% at end of semester

## Select Involvements & Activities

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### Student Government Association Treasurer

August 2022–Present

Grinnell College

Grinnell, IA

- Managed a \$2,000 annual budget, ensuring sufficient funds were utilized to meet monthly reports
- Maintain confidentiality of funds within the e-board members
- Utilized Microsoft and Google software systems to keep track of cash flow

### Intercollegiate Athlete

November 2021–Present

Track and Field, Grinnell College

Grinnell, IA

- Utilize skills in teamwork, communication, self-motivation and time management
- Maintain a balanced academic and work schedule while dedicating 20 hours per week to athletics for practice, games, travel, training and meetings

### JPMorgan Chase Virtual Experience Program Participant

June 2022

Forage

Remote

- Participated in the open access JPMorgan Chase Commercial Banking Virtual Experience Program, 5 hours in length, with Forage
- Completed tasks including preparing a capitalization table, preparing a company and industry overview page, preparing a deal structure overview page while considering quantitative and qualitative analyses, and preparing a 10-year financial model forecast

## Skills & Certifications

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- Microsoft Office Suite
- Spanish (intermediate)
- CPR, AED and First Aid Certifications

# Sara Arroyo

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## Education

**Bachelor of Arts, Intended Major in Art History**  
*Grinnell College*

Expected May 2025  
**Grinnell, IA**

## Related Coursework

**HUM 140** Medieval and Renaissance Culture: 1100-1650  
*Grinnell College Department of Humanities*

Spring 2022  
**Grinnell, IA**

- Apply contemporary and historical perspectives to the era through group project collaborations

**ARH 160** An Introduction to Museum Studies  
*Grinnell College Department of Art History*

Fall 2021  
**Grinnell, IA**

- Conducted research project on history of museums in the Midwest and presented findings to peers

## Experience

### **Junior Counselor**

*Mountain Kids Summer Camp, Feather River College*

June 2021–July 2021  
**Quincy, CA**

- Oversaw a group of eight children in science related activities eight hours per day, for four weeks
- Ensured that camp policies were enforced and provided conflict intervention when needed
- Led team-builders designed to teach interpersonal skills such as teamwork, kindness, and creativity
- Facilitated outdoor activities including scavenger hunts, obstacle courses and Lego competitions

### **Extern**

*Noble Education Center*

March 2022  
**Chicago, IL**

- Observed alumni host during daily staff meetings and evening networking events to gain a greater understanding of the day-to-day activities of the organization's Chief Financial Officer (CFO)
- Researched current programs of peer organizations and wrote a sample proposal for NEC Foundation of America programmatic grant requests
- Developed a thorough understanding of fundraising basics in a non-profit, educational setting

## Extracurricular Activities

### **Volunteer**

*Animal Shelter Volunteer Organization, Grinnell College*

September 2021–Present  
**Grinnell, IA**

- Provide care and compassion for both cats and dogs in the shelter by spending time petting and playing with them individually and in groups
- Clean cages, food dishes and bedding to ensure a comfortable and hygienic environment for the animals

### **Member**

*Rising Up Grinnell, Grinnell College*

October 2021–May 2022  
**Grinnell, IA**

- Actively participate in weekly meetings to discuss issues and concerns on campus and to plan regular workshops and events
- Promote Day of Action events through creating flyers and social media posts and recruit potential guest speakers through an email campaign

## Language Skills

Spanish (native); French (conversational); Mandarin (beginner)