

Emma Wooley

(954) 798-0321 | emmawooley4@gmail.com | Tallahassee, FL | www.linkedin.com/in/emmakwooley

EDUCATION

Florida State University, College of Business, Tallahassee, FL **Bachelor of Science in Management Information Systems & Finance** *Expected May 2028*

PROFESSIONAL EXPERIENCE

Food and Beverage Assistant, Sweet Lou's Concession Stand *August 2023 — June 2024 Parkland, Florida*

- Assisted with daily food and beverage service, ensuring high standards of presentation, cleanliness, and customer satisfaction.
- Supported kitchen and front-of-house teams by restocking supplies, taking orders, and maintaining smooth communication during peak hours.

Pfizer Advanced: AI Powered Document Insights & Data Extraction, Externship *Sept. 2026 — Current Online*

- Applied AI-powered tools to analyze complex documents and efficiently extract relevant information and data.
 - Learned and applied Python fundamentals to support data analysis, automation, and problem-solving
 - Organized and interpreted extracted information to support accurate, data-driven insights.
-

CAMPUS INVOLVEMENTS

Social Media Assistant, Shift Towards Hope *Sept. 2026 — Current Tallahassee, Florida*

- Create an engaging social media account and content that aligns with organizational goals, messaging, and brand identity.
- Assist with planning and maintaining a consistent social media content calendar.

Selections & Public Relations Committee, Alpha Kappa Psi *Sept. 2025 — Current Tallahassee, Florida*

- Serve on the Public Relations Committee as social media chair, contributing creative ideas and content for fraternity events, promotions, and running the Instagram.
- Serve on the Selections Committee, collaborating with members to evaluate candidates and support the fraternity's recruitment and selection process.

Layout Assistant, Strike Magazine *August 2025 — Dec. 2025 Tallahassee, Florida*

- Assisted in designing and arranging page layouts using InDesign and Photoshop, ensuring alignment with brand guidelines and visual consistency across all materials.
- Reviewed proofs and layouts for accuracy and formatting before final approval.

Photoshoot Assistant, Clutch Magazine *Jan. 2025 — May 2025 Tallahassee, Florida*

- Supported photographers and creative teams by setting up lighting, backdrops, and equipment for on-site and studio shoots.
 - Assisted with styling, wardrobe changes, and prop organization to maintain shoot efficiency.
 - Managed photo shoot logistics, including scheduling, model coordination, and file organization.
-

OTHER SKILLS & INTERESTS

Member of Delta Gamma, PowerPoint & Word Certified, intermediate InDesign, Adobe Photoshoot & Python.