

Emily K. Wood

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Education

Baldwin-Wallace College, Berea, OH
Bachelor of Music, May, 2008
Major in **Vocal Performance**
Cumulative GPA 3.23

Employment

Stautzenberger College, Strongsville, OH
Financial Aid Administrator, December, 2007 – Present

- Award, certify, and renew loans for students and parents
- Counsel students on financial planning and Federal Title IV Funding, including how to complete the FAFSA
- Enter and edit confidential student information in CampusVue, ScholarNet, and NSLDS data systems
- Collaborate with Financial Aid Officer to review and revise office procedures
- Compile weekly reports
- Calculate funding for students

Receptionist, October, 2007- Present

- Answer telephones and greet guests
- Organize and file documents
- Compose letters and proofread documents

Curves International, Berea, OH
Trainer, September, 2006 – November, 2007

- Trained new club members proper use of equipment
- Coached and encouraged club members on personal achievements
- Entered member information into iGoFigure data system and compiled hard copies for filing
- Promoted memberships and marketed products to referrals and walk-ins

Jones Music Library, Berea, OH
Librarian, September, 2005-June 2007

- Catalogued incoming books and media
- Documented changes of catalogue numbers
- Assisted library patrons with searches, inquiries, and computer troubleshooting

Computer Skills

Proficient in Microsoft Office
Type 60 wpm

Special Skills

Ability to read and translate French