

Emily Lange

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Professional Summary

Hardworking and reliable individual focused on going above and beyond to support the team and serve customers. Offering top-notch organizational and communication abilities and motivated to continue to learn and grow as a hospitality industry professional.

Skills

- Customer Service
- Problem-solving
- Goal setting and planning
- Communication
- Time management
- Organization

Experience

Small Business Assistant

November 2019 to July 2021

A Touch of Glass Wreaths and Home Decor- Warner Robins, Georgia

- Organized the workspace and took inventory of materials.
- Offered advice to the manager on marketing strategies, items necessary for purchase, and new ideas to meet client requests.
- Created all deco-mesh wreaths for clients and often had complete creative control to decide how to best fulfill customer needs
- Trained new employees and prepared materials for educational workshops hosted by the business.
- Communicated very frequently with the manager to ensure success of the business and helped resolve issues that arose.
- Helped advertise the company to win "Macon Telegraph Best of the Best" award in 2021 for Home Décor.

Private Swim Lesson Instructor

June 2018 to July 2021

Self-employed- Warner Robins, Georgia

- Became certified in life guarding/first-aid and provided services at several events.
- Advertised, scheduled, and planned swim lessons for children during four summers.
- Taught different swimming styles and techniques, including freestyle, breaststroke, floating, kicking, and diving.

- Provided excellent customer service to swimmers, family members, and had repeat clients.

Education

Bachelor's degree: Tourism Management

May 2025

University of South Carolina- Columbia, South Carolina

- Awarded a tuition reduction and an undergraduate merit-based scholarship
- Capstone Scholar
- Executive board member and secretary of HRTM Event Planners

High School Diploma

Houston County High School- Warner Robins, Georgia

May 2021

- 4.0 GPA
- Graduated in top 3% of class
- Awarded AP Scholar with honor
- Awarded AP Scholar with distinction
- Graduated with honors
- Varsity swim team captain
- Marching band section leader and principal player
- Beta Club service volunteer