

EMMA HANLON

CONTACT

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EDUCATION

UNIVERSITY OF SOUTH CAROLINA

COLUMBIA, SC | 2022-PRESENT

- Bachelor of Science, Hospitality Management
- President's Honor List (4.0 GPA): Spring 2023
- Dean's List (3.5+ GPA): Fall 2022, Fall 2023
- Expected Graduation: December 2024

TRIDENT TECHNICAL COLLEGE

NORTH CHARLESTON, SC | 2019-2021

- Associate of Arts Degree
- GPA: 3.656, Cum Laude
- Completed all courses for Associate of Arts degree (64 credit hours) as a dual-enrollment student before starting senior year of high school at Palmetto Scholars Academy

TECH SKILLS

- Professional use of Microsoft Office (Word, Excel, PowerPoint) and Google Suite
- Knowledge of major operating systems: Windows, Mac OS, Mac iOS
- Social Media Management – Facebook, Instagram, TikTok
- Proficient using Canva Visual Suite

WORK EXPERIENCE

Event Staff

SOUTH CAROLINA GOVERNOR'S MANSION

COLUMBIA, SC | MARCH 2023-PRESENT

- Assisted with hosting duties at mansion events, including receptions, club meetings, and award ceremonies hosted by the Governor and First Lady of South Carolina
- Welcomed and provided assistance for guests
- Helped with set-up and break-down of events
- Stocked and maintained catering stations

Food and Beverage Intern

WILD DUNES RESORT

CHARLESTON, SC | MAY-JULY 2023

- Provided customer service and assisted guests at Hudson's Market, Woody's Eatery, and the Sweet Shoppe
- Supervised other interns when resort supervisor was not on-duty
- Took customer orders and operated POS system, including opening and closing shops and making deposits
- Tracked and maintained inventory and restocked items as needed
- Received shipments from outside vendors
- Delivered amenity orders to resort guest rooms and ensured accuracy of orders

Park Attendant

CHARLESTON COUNTY PARKS & RECREATION

CHARLESTON, SC | APRIL - AUGUST 2022

- Managed snack bar and assisted customers with food and beverage requests
- Operated front gate, welcomed guests into the park, and finalized fiscal transactions efficiently
- Provided customer service and assisted guests with directions and questions in regard to county park