

Emma Bartholomew

Working Student

Emma Bartholomew

24601 E Garland Ave
Otis Orchards, WA 99027

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Skills

- Proven Strong Self-Direction Skills
- Able to Work Independently and Collaboratively
- Excellent Oral and Written Communication Skills
- Proficient in Microsoft Office Suite
- Proven High Achiever

Experience

Eastern Washington University - Prairie Restoration Project

March 11, 2024 - PRESENT, Cheney, WA - 18-24 hr/week

- Collect, extract, and catalog Indigenous seeds for project development
- Monitor the growth and health of project plants in the field and greenhouse
- Identify and remove invasive plant species through grounds maintenance
- Historical research and development of project educational materials
- Host tours for school field trips, visitors and donation sponsors
- Prep space and assist Masters students with their thesis project work

City of Spokane Valley - Recreation Assistant / Event Support

September 29, 2022 - PRESENT, Spokane Valley, WA - 15 hr/week

- Supervise various types and sizes of meetings and special events
- Set up and tear down tables, chairs, audio-visual equipment, etc.
- Tend to group needs and issues that arise during events
- Clean up after events and perform general janitorial duties for facilities
- Assist administrative staff as needed

Touchdown Tuxedo - Retail Associate

January 28, 2023 - October 11, 2023, Post Falls, ID - 15 hr/week

- Rent and sell men's formal wear and business attire
- Measure and custom-fit customers for alterations

- Record and document details for future event rental reservations
- Provide customer service in-store, over phone and email
- Complete cash, check, debit card and credit card transactions

Pizza Hut - CSR/Hostess/Server/Production Support

May 5, 2021 - September 30, 2022, Spokane Valley, WA - 25 hr/ week

- Host and serve customers at the busiest Pizza Hut location in area
- Provide customer service at the front counter and over multiple phone lines
- Complete cash, check, debit card and credit card transactions
- Assist with new hire training, production, and cleaning duties

Education

Eastern Washington University

SEPTEMBER 2021 -PRESENT

- Major in Environmental Science, Concentration in Biology
- Minors in Biology, Sustainability, Philosophy
- Dean's List Award Recipient
- Significant classes: Environmental Ethics, Field Botany, Ecology, and Environmental Planning
- Research Work associated with Eastern Washington University in Montserrat

East Valley High School

SEPTEMBER 2019 - JUNE 2023

- Honor Roll Student
- National Honor Society Member

Volunteer Experience

Friends of Palisades Park

- October 16, 2023 - Preventing Wildfires in Palisades Park - 6 hr
- October 13, 2023 - Preventing Wildfires in Palisades Park - 4 hr

Turnbull National Wildlife Refuge

- October 5, 2024 - Planting trees in new areas - 4 hr
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