

EMILY LIERZ

Overland Park, KS

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EDUCATION

Bachelor of Science in Business Administration
Kansas State University | Manhattan, KS

Expected: May 2026

- GPA 3.75
- Major: Marketing and Professional Strategic Selling
- Certificate: Marketing Technology

EXPERIENCE

Student Assistant

Office of Student Success and Accountability | Kansas State University

Jan 2024 - Present

- Provide front desk assistance, answering inquiries and directing students to appropriate resources.
- Assist in maintaining student records and databases, ensuring accuracy and confidentiality.
- Provide administrative support by managing office correspondence, scheduling appointments, and handling phone inquiries.
- Serve as a liaison between students and academic advisors, offering guidance on available resources and support services.

Childcare Provider

Self-Employed | Overland Park, KS

Jul 2020 - Present

- Ensured a safe and clean environment for children
- Maintained transparent and consistent communication with guardians
- Implemented positive behavior and encouraged creativity through various activities

Manager and Lifeguard

Certified Lifeguard Aquatics Safety Services | Overland Park, KS

May 2021 - Aug 2024

- Traveled to each pool within contract to check on guards and survey pool grounds
- Maintained and kept all necessary records regarding pool attendance and accident reports
- Established and maintained communication with the on-shift lifeguards and patrons
- Administered in first aid including CPR and AED in the event of an accident

CAMPUS INVOLVEMENT

Active Member and Awareness Committee Member
Sales Ambassador

Nov 2023 - Present

Active Member and Recruitment Committee Member
Alpha Kappa Psi Fraternity

Jan 2023 - Present

Assistant Standards Chair and Active Member

HONORS & AWARDS

**College of Business Dean's List
Kansas State University**

Fall 2023

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Fall 2022