**Emily Williams**

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**Educational Background:**

Milligan College (August 2014 to May 2016) - Bachelor of Fine Arts (Theatre Emphasis)

New River Community College – General Studies (September 2012 to May 2014)

Graduated high school June 2012

**Work Experience:**

**Blackstone Grill:** (July 2018-Present)- Christiansburg, Va- I am currently a line chef assisting the executive and sous chefs. I am responsible for prepping the food for the appetizer and salad lines. During dinner I make salads, appetizers and desserts. I am also responsible for cleaning my area during and at the end of my shift.

**Panera Bread** (June 2016 to June 2018) – Christiansburg, VA – Started as a Café Associate in June 2016. Promoted to Associate Trainer in January 2017 and am currently responsible for the training of both current and new employees. Assigned to manager training in February 2017. Currently work in all facets of the café to include customer service, food and beverage preparation, and dining room management.

**Milligan College Theatre Department -** (September 2014 to April 2016) **-** I helped with production and box office work during *The Diary of Anne Frank* and *Harvey*. I also did the makeup design and some costume work for *The Diary of Anne Frank.* I performed in Milligan’s production of *Our Town* and I helped write the script as part of the cast for *Stages*.

**Milligan College Ambassador** - (September 2014 to April 2016) I volunteered for two years as an ambassador with the admissions department at Milligan. I showed prospective students and their families the campus, and I sometimes took them to chapel and lunch. This was a really exciting job because I like to talk to people and tell them all about Milligan and the wonderful place it is.

**Milligan College Faculty Office Building** - (September 2014 to April 2016) Secretarial assistant. Responsibilities included running errands for teachers, copying papers, taking mail to the mail room, and anything else that needed to be completed.

**Virginia Tech Business Services –** (May 2014 to July 2014)Part-time office assistant. Responsibilities included entering different purchase orders from printing services in Excel spreadsheets, as well as cash register receipts from printing services and UPS and FedEx billing. I was also responsible for delivering documents to different offices in the building. I scanned, copied, and filed documents. Experience with banner software.

**Blue Ridge Christian Camp** – (Summer 2013) Part-time kitchen assistant. Responsibilities included making and serving meals and cleaning up the kitchen. I also helped clean bathrooms and dorms.

**Grace Bible Camp** – (2007 to 2009) Responsibilities included part-time cleaning of the chapel and dorms and I also worked on some weekends when there were retreats where I would help serve the meals.

**Volunteer Experience and Extra-Curricular Activities**

* Summer Musical Enterprise – Blacksburg Community Musical Theatre
* Panera Bread Pro-Team at Martinsburg, West Virginia
* Milligan College Theatre – 2014-16
* Milligan College Student Government (SGA) – Senior Representative 2015-16
* Milligan College Ambassador – 2014-16
* Member – Community Christian Church, McCoy, VA
* Church choir
* VBS music director
* Church sound room technician
* Interfaith food pantry volunteer
* High school theatre

**References:**

Mr. Chris Keene

Fed Ex Owner and Youth Director at Community Christian Church

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