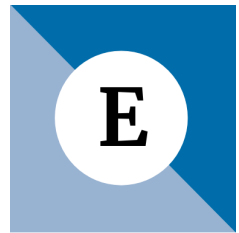


Emma Van Hoffen

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(289)-230-9538



EXPERIENCE

Student Senate, Redeemer University, Ontario – Assistant to the Vice President of Finance

September 2020 – May 2021

- Planned a charity fundraising event with two other Assistant members of the Senate.
- Recorded and distributed minutes for Finance Committee meetings.
- Attended weekly meetings of the Student Senate with duties including providing updates, offering input and voting on matters of the Senate.
- Collected and reviewed Budget Term Reports from club leaders on a monthly basis.
- Ensured the annual Student Senate Budget Meeting ran smoothly by providing technical assistance during presentations.
- Scanned and emailed completed Finance forms to the Vice President of Finance.
- Assisted the Vice President of Finance in reconciling Senate funds and depositing monies to the university's Finance Office.
- Staffed the Student Senate office for three hours each week, providing excellent customer service to students especially in regards to financial matters of clubs.

HomeSense, Burlington Centre, Ontario – Store Associate

July 2019 – November 2019

- Operated a Point of Sale system to process customer purchases, returns and exchanges.
- Arranged merchandise on store displays according to design requirements.
- Worked as a team to organize and process inventory received from daily shipments.
- Contributed to positive customer service experiences by greeting and guiding customers as they entered the store.
- Assisted customers in purchase decisions by offering input while managing competing priorities of maintaining departmental organization.

SKILLS

Detail-Oriented
Organized
Team Player
Observant
Energetic

AWARDS

Academic Achievement:

Redeemer University / SunLight Foundation Leadership Scholarship

Redeemer University Board of Governors Scholarship

Ontario Scholar Award

Other Awards:

Bay Area Science and Engineering Fair 2016: Bronze Medallion Winner

Maple Reinders, Mississauga, Ontario — Office Assistant

Summer 2017 & Summer 2018

- Successfully learned and implemented a new tool-management software (ToolWatch) and entered inventory into the database. (2018)
- Used Asana task-management software to gather information on tasks and communicate with the team when tasks were completed.
- Built online forms using an in-house designed software for future use on construction job sites.
- Scanned and digitized confidential information for data entry in a timely manner.
- Utilized the iCIMS 17.3 database to securely record sensitive Human Resource documents with accuracy. (2017)

VOLUNTEER EXPERIENCE

Counselor, GEMS Girls Club, Bethel Church - Waterdown, ON

September 2018 - June 2020

- Supervised a group of 25+ girls, aged Grade 3 through Grade 8 in crafts, singing and group discussions.
- Mentored and guided Grade 3 & 4 girls through Bible lessons and games.
- Prepared snacks and activities for the group.

Teen Leadership Camp, 541 Eatery & Exchange - Hamilton, ON

July 2018

- Completed a one-week program focused on developing Front of House, cashier, and food prep skills.
- Learned about and assisted in the daily activities of the Eatery through various roles, such as dishwashing, gardening, cleaning, and greeting customers.

EDUCATION & CERTIFICATIONS

- **Bachelor of Arts: Business** - Redeemer University
 - Enrolled as an upcoming second year student - Class of 2024
 - Redeemer University Leadership Scholarship
 - Board of Governors Scholarship for Academic Achievement
- **Ontario Scholar Award for Academic Achievement**
- **Introduction to Key Constitutional Concepts and Supreme Court Cases** - Certificate, University of Pennsylvania (Coursera)
- **Hamilton District Christian High** - Ancaster, ON
 - Ontario Secondary School Diploma - Class of 2020
- **First Aid Level C Certification** - Canadian Red Cross