

EMMA BAUTISTA

emmaabautistaa@gmail.com | www.linkedin.com/in/emma-bautista

Mayfield, PA 18433

(570) 780-1750

EDUCATION

The University of Scranton, Kania School of Management

Scranton, PA

Bachelor of Science in Accounting, Bachelor of Science in Finance

Anticipated Graduation December 2026

- Overall GPA: 3.38/4.00
- Completing 150-credit CPA requirement (expected December 2026)
- Dean's Scholarship Recipient: awarded to incoming first-year students who demonstrate the highest level of academic achievement

PRACTICAL EXPERIENCE

Self-employed

Lake Ariel, PA

Housekeeping & Cleaning Professional

May 2025-August 2025

- Performed deep cleaning, upkeep, and organization of residential and office spaces
- Used eco-friendly cleaning methods and products when requested
- Built and maintained strong client relationships, resulting in repeat and referral business
- Managed budgeting, invoicing, and scheduling to ensure efficiency and profitability
- Adapted services to meet unique client needs, ensuring customer satisfaction

Wegmans

Scranton, PA

Produce Customer Service

January 2023-May 2025

- Delivered excellent customer service by assisting customers with locating products
- Maintained fresh produce displays and ensured stock rotation for quality control
- Trimmed, packaged, and rotated products to maintain appearance and freshness
- Unloaded daily deliveries and stocked sales floor and storage areas

Marshalls

Dickson City, PA

Retail Associate/Cashier

October 2021-December 2022

- Delivered positive customer experiences through efficient service and support
- Processed transactions accurately, including purchases and returns
- Supported store recovery, organization, and cleanliness standards
- Collaborated with team members, providing feedback and recognition

VOLUNTEER EXPERIENCE

Mayfield Hose Company #1

Mayfield, PA

Volunteer

2013-Present

- Demonstrate leadership abilities as a team member, delegating and completing tasks
- Assist with food service and cleanup at annual community events
- Manage raffle ticket sales and cash handling at fundraising events

ACTIVITIES

The University of Scranton

Scranton, PA

- Kania Women in Business - Club Member
- Kania Young Alumni Day - Committee Member

OTHER INFORMATION

Skills: Social Media (Twitter, Instagram); Microsoft Word, Excel, PowerPoint

Interests: Snowboarding, Boating, Golfing, Hunting