

Emmalynn Brown

15516 Champion Lakes Place
Louisville KY 40245

(502) 257-2476
EmmalynnB@gmail.com

- Summary of Qualifications** Self-starter with employment, internship, and on-campus experience in organizational development, strategic planning and event staging. Strong organizational and leadership abilities combined with excellent interpersonal and communication skills allow me to work effectively in a collaborative, fast-paced environment.
- Education** **2007 DePauw University, Bachelor of Arts**
- Major in Economics and Management with minors in International Business and English Literature
- Work Experience**
- 2007- Present Alpha Chi Omega Fraternity, Inc., Chapter Consultant**
- Analyze management strength and weakness of nearly 30 chapters and provided detailed reports regarding courses of action to capitalize on strengths
 - Create plans of improvement for struggling chapters including restructuring executive boards and committees, and generate benchmarks to monitor improvement
 - Consult chapter management teams on short-term and long-term goal setting
 - Investigate, evaluate and assess situations that pose potential liability and risk to chapters
 - Design and implement workshops for chapter leadership and general membership for groups of 20-150 women
- 2007 Kentucky Trade Office, Beijing, Intern**
- Conducted market research for Kentucky firms wishing to do business in China
 - Assisted American Chamber of Commerce in similar market research
 - Met with business leaders living and working in China
- 2006 Capital Assurance Corporation, Intern**
- Worked with actuaries to create system for monitoring assets
 - Worked with Chief Risk Manager to create presentations proposing new product line
- 2005 Louisville Metro Office for International Affairs, Project Manager**
- Wrote and edited International Directory and International Dining Guide
 - Planned and organized Mayor's International Awards Reception
 - Assisted with other projects as needed to improve relations with the international community
- 2005 Enterprise Corporation, Project Manager**
- Created, revised and edited Entrepreneur's Success Kit, reporting directly to Executive Director
 - Researched information needed by emerging companies
 - Compiled database of entrepreneurship resources
- Activities**
- 2003 - 2007 DePauw University**
- Alpha Chi Omega Chapter President*
- Managed and delegated to executive board of ten women, earning recognition as a leading campus and national chapter
 - Organized strategic planning workshops to set measureable and attainable goals for the chapter
 - Lead Officer Transition Retreat to educate newly elected board members about responsibilities and expectations of position
- Student Affairs Leadership Intern*
- Created program for young, rising leaders to be trained in leading campus organizations and develop leadership skills
 - Designed interactive weekly program with topics including public speaking, goal setting and determining a vision for your organization, event planning, budgeting, and maintaining a work-life balance
- Other Memberships:
Allocations Board Member; Mirage Yearbook Business Manager; Greek Fact Finding Commission; Greek Standards Initiative Board Member; Relay For Life Team Development Committee Member
- Awards and Honors**
- 2005 - 2007 DePauw University, Greek Awards Banquet**
- Awarded Panhellenic Woman of the Year for 2006-2007
 - Nominated as Panhellenic Woman of the Year 2005-2006
 - Awarded Outstanding Chapter President for 2004-2005 Academic Year
- 2005 - 2007 DePauw University, Honor Societies**
- Order of Omega- Greek Leadership Honor Society
 - Phi Alpha Theta- History Honor Society