

# Emily Matulac

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## EDUCATION

**Iowa State University**, Ames, IA

Ivy College of Business

Bachelor of Science

Majors: Finance and Management

GPA: 3.97/4.0

May 2024

## EXPERIENCE

**Bankers Trust**, Des Moines, IA

*Credit Risk and Loan Operations Intern*

- Complete various tasks and projects
- Lead team projects
- Shadow executives and other departments

May 2021 – August 2021

**Be Rare Initiative**, Ames, IA

*Executive Assistant*

- Prepare and send out letters to prospective donors
- Gather information and process grant applications
- Coordinate community service activities

May 2020 – Present

**Mary Greeley Medical Center**, Ames, IA

*Entrance Health Screener/Coordinator*

- Coordinate the screening team including allocating breaks
- Ensure stations are stocked with resources necessary
- Screen employees, patients, and visitors for COVID 19 symptoms to ensure a safe environment in the hospital.

November 2020 – June 2021

## LEADERSHIP

**Multicultural Business Network**, Ames, IA

*President*

- Coordinate recruiters for events
- Schedule and execute meetings and agendas

Fall 2020 – Present  
Spring 2021 – Present

**Business Learning Teams**, Ames, IA

*Peer Mentor*

- Provide support to incoming students
- Coordinate class activities

Fall 2021

**Gerdin Leaders Academy**, Ames, IA

Spring 2021 – Fall 2021

**Ivy Emerging Leaders Seminar Series**, Ames, IA

December 2020 – January 2021

**Be Rare Initiative Board of Directors**, Ames, IA

*Student Board Member*

- Prepare board packages
- Attend quarterly board meetings, providing input and voting

May 2020 – Present

**ISU Wrestling**, Ames, IA

*Student Manager*

- Assisted in coordinating and organizing for fundraising events
- Supported the marketing team as an intern during events

June 2020 – Present

## SKILLS

Microsoft Office: Word, Excel, Access and PowerPoint

Virtual Platforms including WebEx, Zoom and Meet