Emily K. Kagan

New York, New York

516-695-3051 | emilykagan16@gmail.com | [LinkedIn.com/in/emilykagan](https://www.linkedin.com/in/emilykagan/)

**EDUCATION**

**University of Michigan – College of Literature, Science, and the Arts Ann Arbor, MI**

B.A. Organizational Studies, pathway in Creative Strategy Development and Global Organizations May 2024

*Awards:* University honors (5x), James B. Angell Scholar, William J. Branstrom Freshman Prize GPA: 3.8/4.0

**Institute for American Universities – School of Business & International Relations Aix-en-Provence, France**

*Coursework:* Business French, Economic Globalization, History of the European Union January 2023 – May 2023

 GPA: 3.8/4.0

**Certifications:** Certified Associate in Project Management (CAPM), Landor & Fitch NextGen Brand Transformers

**PROFESSIONAL EXPERIENCE**

**Account Executive Remote**

[Choose Apprentice Inc.](https://chooseapprentice.com/) August 2023 – Present

* Developed and executed re-engagement strategy of 400 orphaned leads, resulting in 30% increase in sales from existing accounts
* Proficiently used HubSpot to manage 500+ leads, track sales activities, and generate reports for performance analysis
* Mentored and trained new sales team members, helping to reach goals and contribute to a cohesive, high-performing team

**Project Management Intern – Field Operations New York, NY**

[Charter Communications](https://corporate.charter.com/about-charter) (NASDAQ: CHTR) May 2023 – August 2023

* Achieved $1.5M in cost savings for June by successfully reconciling 6,000 open accounts with the regional power authority
* Managed program strategy and vision of a broadband education and career pipeline program for 1 million newly serviced homes
* Conducted cost analyses of construction bid proposals to develop an internal pricing scheme tailored to each market area

**Product Management Apprentice New York, NY**

[Morphware](https://morphware.org/) (Start-Up) March 2022 – September 2022

* Drove on-time delivery of 3 high-priority software increments by utilizing Agile methodologies to lead weekly stand-ups
* Sourced in due-diligence process of $1M in venture capital funding with the reporting of quarterly milestone updates to investors
* Developed a one-pager for the Ministry of Industry and Commerce in Asunción, Paraguay for adoption of machine learning software by medical professionals

**Project Management Intern New York, NY**

[Superunion](https://www.designbridge.com/) (now DesignBridge and Partners) June 2022 – August 2022

* Managed budgets totaling $50M using forecasting tools in Workbook and engaging with key stakeholders and functional teams
* Conducted initial market research by transcribing and summarizing insights from 25 interviews with FOREX traders at BofA
* Actively engaged in weekly case studies focused on developing briefs for brand identity, strategy, and management

**PERSONAL INVOLVEMENTS**

**Teacher’s Assistant for Strategy 390: Corporate Strategy Ann Arbor, MI**

[Stephen M. Ross School of Business](https://michiganross.umich.edu/courses/corporate-strategy-7089) August 2022 – December 2022

* Ensured reliable data collection and reporting by maintaining attendance records and participation data for 80 BBA students
* Collaborated with Professor Justin Frake to develop a participation tracking system to encourage engagement and critical thinking
* Ensured compliance to academic honor code of the Ross School of Business while administering Midterm and Final Exams

**Conversation Circle Facilitator Ann Arbor, MI**

[English Language Institute](https://lsa.umich.edu/eli/conversation-circles.html) September 2021 – December 2021

* Cultivated an environment of cultural awareness by leveraging experiences to promote an understanding of diverse cultures
* Conducted weekly workshops centered on colloquial English to foster greater confidence in conversational settings
* Provided mentorship to 6 graduate and PhD students on American culture and assisted to changes in social routine

**ADDITIONAL INFORMATION**

**Personal Facts:** Retired Sailing Instructor, Pell Grant Recipient, Lover of music and Curator of playlists

**Languages:** Native English, B1 French (Intermediate)