Emily K. Kagan

Great Neck, New York | Ann Arbor, Michigan

516-695-3051| emkagan@umich.edu | LinkedIn.com/in/emilykagan

**EDUCATION­**

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

B.A. in Organizational Studies May 2024

*Relevant Coursework:* Accounting Principles, Marketing Management, Finance, Economic Globalization GPA: 3.75­­/4.0

*Awards:* University Honors (3x), James B. Angell Scholar (2x), William J. Branstrom Freshmen Prize

**WORK EXPERIENCE**

**Strategy 390: Corporate Strategy** **Ann Arbor, MI**

*Teacher’s Assistant*  August 2022 – Present

* Tracked the individual attendance and participation of 50 senior seminar students
* Partnered with the Professor Frake to create an efficient and equitable participation tracker
* Upheld the Ross Academic Honor Code through proctoring Midterm I, II, and the Final Exam

**Morphware** **New York, NY**

*Project Management Apprentice* March 2022 - Present

* Oversaw the individual projects and tasks of 7 industry professionals to produce deliverables by the end of each quarter
* Partnered with lead software developer to create the internal structure of the company and OKRs for each project
* Created a one-pager for the Ministry of Industry and Commerce in Asunción, Paraguay for the adoption of machine learning software by medical professionals

**Superunion** **New York, NY**

*Project Management Intern* June 2022 – August 2022

* Built project scopes with $2M budgets for retainer clients by forecasting resources, schedules, and price quotes
* Assisted the Bank of America FX account by transcribing B2B interviews, resourcing project plans, and creating Gantt charts
* Explored areas of technology, commerce, retail, and communications through participating in WPP’s NextGen Leaders series

**Stanford Civic Life of Cities Lab** **Ann Arbor, MI**

*Research Assistant (Work-Study)*  August 2020 – August 2021

* Analyzed the career narratives of 50+ non-profit executive directors in the San Francisco Bay Area
* Developed ~20 charts, graphs, and bibliographies using AMJ & ASQ format for manuscript submission
* Transformed qualitative data into quantitative data by investigating organizational trends from subject interviews

**INVOLVEMENTS**

**Michigan Journal for the Business of Fashion (MASH)** **Ann Arbor, MI**

*Marketing Chair* February 2021 - Present

* Conducted in-depth market research for 12+ editorial pieces and MASH marketing initiatives
* Mobilized marketing campaigns for both the introduction and release of 4 editions
* Collaborated with communications, operations, and design departments to plan and strategize outreach

**Michigan Business Group (Sales & Trading Subcommittee)** **Ann Arbor, MI**

*Contributing Member* January 2021 – April 2022

* Prepared PowerPoints on S&T topics such as Stock/Bonds Market, Options, NFTs, and Cryptocurrency
* Pitched 2-3 Real Estate stocks for weekly morning team briefings
* Contributed to full team case studies to improve understanding of material being taught

**English Language Institute** **Ann Arbor, MI**

*Conversation Circle Facilitator* September 2021 – December 2021

* Facilitated 10 weekly meetings with 4 international U of M students to practice English conversational skills
* Procured knowledge of each participant’s culture to actively enhance intercultural competence
* Established a supportive environment to increase confidence in the nuances of the English language

**ADDITIONAL INFORMATION**

**Computer/Technical Skills:** Microsoft Office, Excel, Google Suite, Workbook, Miro

**General Skills:** Research, Copy Editing, Copy Writing, Qualitative Coding, Leadership

**Fun Facts:** Worked as a sailing instructor, An ENTJ, Makes playlists in free time

**Languages:** English, French