

Emma Mai Simmermon

8515 Edenbridge Way, Roseville, CA 95747 | esimmer1@lion.lmu.edu | (916) 770-9136

EDUCATION

Loyola Marymount University

*Bachelor of Business Administration Candidate,
Double Major in Information Systems & Business Analytics
and Marketing*

Los Angeles, CA

May 2025

St. Francis High School

High School Diploma

Sacramento, CA

May 2021

WORK EXPERIENCE

The Los Angeles Loyolan

Assistant Business Manager

Los Angeles, CA

February 2023 - Present

- Accumulate data reports and create client campaign reports
- Track and post digital and classified ads
- Assist with promotional tabling and marketing initiative

Rotating Business Intern

October 2022 - February 2023

- Assisted the Business Director and Asst. Business Managers in the Ad Sales, Digital Analytics, and Marketing departments with duties, including accounts receivable, accounts payable, invoicing, and billing.
- Tracked ads (digital and classifieds) and Filled contracts.
- Accumulated data reports and documented weekly inventory of published articles.

Loyola Marymount University,

Modern Languages & Literatures Department

Digital Media Coordinator

Los Angeles, CA

November 2022 - Present

- Use TerminalFour website management system to provide revisions and post new content to the LMU department website
- Utilize Canva to create and update flyers for department festivals and events
- Assist with brainstorming, drafting, and maintaining promotional materials for departmental programs and events
- Provide support to the Language Center by completing daily officework tasks

MOD Pizza

Restaurant Worker

Rocklin, CA

January 2021 - January 2023

- Provided excellent customer service to all guests
- Supervised as shift leader during busy hours of operation during summer of 2021
- Worked in both front and back end of restaurant by making pizzas, cleaning, and ringing customers up at the register
- Responsible for closing and opening store duties including counting cash register drawers daily

CERTIFICATIONS

Microsoft Excel (Office 2016)

Issued March 2023