

EMMA GRAHAM

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EDUCATION

University of Washington

2015-2019

- Dual Degree in Political Economics and Law, Societies, and Justice
- Foster School of Business Professional Sales Certificate

WORK EXPERIENCE

Public Health-Seattle & King County

August 2020-May 2021

COVID-19 Contact Tracer

- Conduct in-depth interviews with COVID positive individuals and advise them and their exposed contacts on public health recommendations and community resources
- Facilitate testing for exposed contacts and enrollment in grocery services and public health and social services programs and facilities, including admission to isolation and quarantine
- Simultaneously utilize multiple digital platforms (e.g. Redcap, Tableau, Teams) to conduct phone interviews, enter interview data and track the spread of COVID-19

Texas Conservation Corps (an AmeriCorps program)

January 2020-June 2020

Crew Member

- Committed to 900 hours of volunteer service as a Trails Across Texas Crew Member
- Worked on behalf Texas Parks and Wildlife to build and maintain trails in various state parks across Texas
- Trained in U.S. Forest Service trail design and specifications; wilderness first-aid, CPR, basic carpentry

PepsiCo

March 2019 – August 2019

Field Sales Intern

- Developed and executed a strategy that increased iPhone usage from 12% to 35% among Frito-Lay frontline employees
- Conducted field research to improve retention of frontline employees
- Culminated internship with presentation to senior leaders at the Frito-Lay National Intern Report Out Conference in Dallas, Texas. Subsequently, offered full-time Sales Representative position with PepsiCo

Seattle City Attorney's Office

January 2019 – July 2019

Assistant Paralegal (Intern)—Criminal Division

- Read and processed 100s of case files for misdemeanors, gross misdemeanors and traffic infractions occurring within the City of Seattle
- Working with prosecutors, conducted victim and witness interviews and collected evidence to assist with prosecution

LEADERSHIP

Meal Matchup

September 2018 – January 2019

Program Coordinator

- Co-piloted Meal Matchup on the UW Campus. Meal Matchup is a software created by UW students to facilitate the transport of healthy meals from campus dining halls to individuals facing food insecurity in the Seattle area.
- Recruited and coordinated student volunteers, campus dining halls, and local non-profit organizations for the program
- Oversaw the weekly procurement and delivery of 100+ lbs. of food from UW campus dining halls to local shelters and non-profit organizations