

# EMMA BILSKI

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*"Not only is Emma exceedingly efficient, competent, and a clear-thinking self-starter, her winsome personality makes her an absolute delight to work with."* – Donald Smith, Philosophy Department Chair, former supervisor

*"[She has] such a wide range of remarkable talents: leadership, analysis, research, deep thought, self-motivation, hard work..."* – Isabelle Richman, former Religious Studies professor

## EDUCATION

### Virginia Commonwealth University (VCU) – Richmond, VA

MEd – Educational Leadership with a concentration in Leadership Studies (GPA 4.0) (2022)

BFA – Theatre Arts with a concentration in Stage Management (GPA 4.0) (2020)

BA – Religious Studies (GPA 4.0) (2020)

### Maggie L. Walker Governor's School (MLWGS)

High School Diploma (GPA 4.2) (2016)

## PROFESSIONAL EXPERIENCE

### University of California, Berkeley Molecular Science and Software Engineering (MSSE)

Graduate Student Advisor & Program Manager (SSA3) (July 2022–Present)

- Pioneered the creation of a [Student Portal](#) to compile student services resources and program policy in one easy-to-access location for student and faculty reference
- Championed the creation of the Opportunity Grant to expand educational diversity in the program
- Advocated for student needs to program and college administration and faculty
- Clarified and improved administrative workflow in enrollment and the hiring of ASEs
- Proactively identified potential academic and administrative issues and worked collaboratively with other units to address these areas of growth
- Advised faculty and staff on departmental, school, college, and university policies and procedures

### Virginia Commonwealth University Department of Philosophy

Administrative Assistant (May 2020–July 2022)

- Served as the departmental point of contact for current and prospective students
- Wrote, edited, and distributed a comprehensive monthly newsletter to students, faculty, and staff as well as intermittent eblasts to ensure a smooth flow of communication in the department
- Diligently maintained accurate and up-to-date records in compliance with state and federal laws
- Worked collaboratively to update the physical space available for students and faculty in an effort to create a more welcoming environment
- Assisted faculty in planning and booking university-related travel and processed reimbursement requests for faculty in a timely manner
- Carefully maintained records of big-ticket items in the department as the Fixed Asset Coordinator
- Created and managed a Facebook group to facilitate organic student and alumni interaction
- Maintained the department website with particular emphasis on clarity and accessibility
- Efficiently managed office logistics to streamline administrative functions for faculty

## **Virginia Commonwealth University** School of the Arts (VCUarts)

Tour Guide & Administrative Assistant

(September 2019–May 2020)

- Empathetically communicated with parents and prospective students via email, phone, and face-to-face to address questions and concerns regarding VCUarts undergraduate programs
- Led animated informational tours for prospective students and their families through VCUarts
- Gave clear and concise presentations to prospective students about the programs at VCUarts
- Inspired prospective students to apply to VCUarts through enthusiastic participation in the administrative duties of Open Houses and Preview Days
- Created artistic post-card correspondence to ensure an individualized experience in the recruitment process for undergraduate students
- Quickly and accurately entered prospective student information into a shared database
- Handled sensitive student information with discretion

## **Seattle Children's Theatre**

Drama School Intern

(June 2019–August 2019)

- Supervised and cared for children ages 4.5 to 17 years old
- Implemented developmentally appropriate curriculum in a fun and creative setting
- Worked with students to inspire confidence and creativity in both small and large group settings
- Facilitated Friday “sharing” events to engage families of students in the learning process
- Assisted with front of house operations for various shows throughout the summer to ensure fast and friendly customer service for patrons

## **A Blooming Child Petite Academy**

Assistant Teacher

(September 2018–March 2019)

- Compassionately tended up to 15 babies (3-18 months) at one time with coworkers in order to facilitate a happy and healthy learning environment
- Crafted and implemented organizational policies to streamline the individualized care of the babies
- Administered appropriate curriculum for toddlers (2 1/2 -5 years) that catered to the specific needs of the developmentally diverse array of children in our care
- Planned and executed curriculum in the areas of theme, sensory play, arts and crafts, and more with ages 3 months to 5 years to encourage creativity, individuality, and compassion

## **School of the Performing Arts in the Richmond Community (SPARC)**

Camp Counselor

(June 2018–August 2018)

- Led large groups of elementary and middle school students in games, lesson plans, and rehearsals both to help foster a welcoming and diverse group and to work towards the common goal of putting on a production
- Created and implemented theatrical curriculum in a day camp setting to inspire a love of the arts in the students and their families, and promote the arts in our community
- Implemented individualized policy to cultivate a positive environment for students with varying behavioral health needs
- Communicated efficiently between both on and off-site supervisors and co-workers regarding student success in the program and created and implemented new policies to ensure continued student success
- Supervised students working with heavy and expensive film equipment to ensure proper use and student safety

## SELECTED THEATRICAL EXPERIENCE

| ROLE                | TITLE                            | DIRECTOR          | THEATRE              | YEAR |
|---------------------|----------------------------------|-------------------|----------------------|------|
| Asst. Stage Manager | <i>Urinetown</i>                 | Matt Polson       | TheatreLAB           | 2019 |
| Properties Designer | <i>Urinetown</i>                 | Matt Polson       | TheatreLAB           | 2019 |
| Stage Manager       | <i>A Midsummer Night's Dream</i> | James Ricks       | VCUarts Theatre      | 2019 |
| Asst. Stage Manager | <i>The Three Musketeers</i>      | David Leong       | VCUarts Theatre      | 2019 |
| Stage Manager       | <i>Hand to God</i>               | Happy Mahaney     | Shafer St. Playhouse | 2018 |
| Scenic Designer     | <i>Hand to God</i>               | Happy Mahaney     | Shafer St. Playhouse | 2018 |
| Production Asst.    | <i>The Wolves</i>                | Sharon Ott        | VCUarts Theatre      | 2018 |
| Asst. Stage Manager | <i>Cinderella</i>                | Becky McNamee     | CharacterWorks       | 2018 |
| Production Asst.    | <i>Two Gentlemen of Verona</i>   | Sharon Ott        | VCUarts Theatre      | 2018 |
| Scenic Designer     | <i>The Nightman Cometh</i>       | David Koenigsberg | Shafer St. Playhouse | 2017 |
| Production Asst.    | <i>The Snow Queen</i>            | Devised           | Red Brick Collective | 2017 |

## ABOUT ME

### VOLUNTEER EXPERIENCE

Alliance of Therapy Dogs (December 2019–Present)

- Facilitated individual interaction with my trained therapy dog (Ginger) to promote physical and emotional wellbeing for hospital patients and staff and university students
- Implemented policies to ensure the safety of all patients, staff members, and visitors when in close proximity with Ginger

Buy Nothing Group Administrator (April 2021–July 2022)

- Moderated online discussion and transactions to ensure a safe and supportive environment
- Served as a group administrator to set rules and regulations for the Buy Nothing: Swansboro/Blackwell/Manchester community

Special Olympics Swim Coach (September 2012–December 2015)

- Supervised and instructed people of all ages with varying disabilities to foster physical health
- Created one-on-one, in the pool programs for individuals with severe disabilities to foster physical and emotional wellbeing

### RELEVANT CERTIFICATIONS AND PROGRAM PROFICIENCIES

Microsoft: Word (advanced), Excel (intermediate), Access (basic), PowerPoint (advanced); Google Drive (advanced); Adobe: Photoshop (basic), InDesign (basic); CITI Human Subjects Research certification; CPR and First Aid certification (can be renewed at the request of employer); BPM Part 1: Grow Today certificate

### ORGANIZATIONS AND AWARDS

|  |           |
|--|-----------|
| Academic Excellence in Religious Studies Award       | 2020      |
| VCUarts Theatre Departmental Award for Leadership    | 2020      |
| VCUarts Theatre Departmental Award for Excellence    | 2020      |
| Dean's Scholar Award for the School of World Studies | 2019      |
| University Student Scholar                           | 2018      |
| Phi Beta Delta, Theta Lambda Chapter                 | 2018-2020 |
| Phi Kappa Phi Honor Society                          | 2018-2020 |