

# Emily Weinstein

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## EXECUTIVE SUMMARY

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Third-year management and marketing student at the University of Central Florida. Motivated and dependable student with a strong work ethic, skilled in teaching, coaching, and assisting. Known for leadership and teamwork skills. Strong skills in tech, including Microsoft Excel and LinkedIn.

## EDUCATION

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**University of Central Florida, Orlando, FL**

**Spring 2026**

*Bachelor of Science in Business Administration, Marketing (3.708)*

*Bachelor of Science in Business Administration, Management (4.0)*

*Professional Selling Program*

## PROFESSIONAL EXPERIENCE

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**Diriga, Orlando, FL**

**May 2025 - Present**

*Marketing Coordinator and Event Manager Intern*

- Create and manage branded content for LinkedIn to drive engagement.
- Plan and execute logistics for events including registration, scheduling, and promotional strategy.
- Design and update materials, presentations, and documents to ensure brand consistency and clarity.

**Kelly Education, Orlando, FL**

**August 2024 - Present**

*Substitute Teacher*

- Manage classrooms of 20-30 students, maintaining control and adapting to teaching environments and subject matter.
- Communicate effectively with students, staff, and administrators to ensure a smooth school day.
- Demonstrate flexibility and problem-solving abilities to handle challenges that may arise.

**CD Williamson Karate, Niceville, FL**

**February 2019 - August 2023**

*Lead Karate Instructor (3<sup>rd</sup> Degree Black Belt)*

- Provided high-quality, practical instruction to students of all belt levels, ages three and up, promoting discipline and respect within the school.
- Managed group sizes from individual instruction to large groups of approximately 50 students.
- Attended and participated in weekly Staff Meetings relating to the school's curriculum.
- Assisted in maintaining the cleanliness and orderliness of the school and equipment.

## ACTIVITIES

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National Society of Leadership and Success

**Spring 2025**

- Engaged in the NSLS, completing workshops and seminars to strengthen leadership and career skills.

Phi Eta Sigma Honor Society

**Spring 2024 – Present**

- Active member, honoring top-performing first-year students through leadership and scholarship.

Delta Zeta Sorority

**Fall 2024 – Present**

- Sorority participant, promoting community engagement, personal growth, and collaborative leadership.

## ADDITIONAL INFORMATION

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**Computer Skills:** Microsoft Office (Word, Excel, PowerPoint, Outlook)

**Certifications:** Entrepreneurship and Small Business (Certiport), Microsoft Excel

**LinkedIn Certificates:** Cert Prep: Excel Expert, Excel Spreadsheet Design: Extreme Makeover, Sustainability Strategies, Marketing Foundations, Project Management Foundations