

January 21, 2023
Emma Todd
Alliance University

Dear Class,

Currently I am studying Business Administration at Alliance University. Yet my areas of knowledge go beyond my college education achievements. I have invested my time in many occupations being: ATS Administrative Assistant, General Pool Manager, Lifeguard, Cashier, and Child Care Provider. Over the time that it took for me to excel in these occupations, I learned many unique skills that prepared me for my future. I have learned how to problem solve in very difficult and life-threatening situations, communication skills, separating opinions from facts, and working in maturity. Decision making in a high anxiety atmosphere has been something I will always trust as a reliable knowledge piece. I have also spent a lot of my time enjoying different extracurricular activities. Being from the Bay Area in California, there were a lot of outdoor activities I was involved in. I grew up rock climbing, hiking, swimming, backpacking, and camping, which I still love to do to this day. As I started getting involved in sports I fell in love with softball and basketball. Those are two sports I chose to invest my time in deeply during middle school and high school. My parents, two sisters, and I moved over seas to St. Petersburg Russia for four years when I was ten. We then moved back to the states to Colorado, where I went to high school. During the years of transition, my family grew very tight-knit and close. My family is one of the most important aspects of my life.

I have worked with very diverse groups of people in all categories. When I first starting working, I was just a babysitter so I never had to deal with “co-worker relationships”. I simply connected with the kids and would try my best to honor the parent’s wishes. Yet as I grew older and moved into a real job for lifeguarding my professionalism changed. I was definitely the underdog in aspects since I had no experience but I was entering a tedious job. I spent a few years lifeguarding and soon moved up to being a trusted leader and coworker. Then I became a general manager, where I was as high in leadership as possible. This environment shifted from being a team captain to being the coach. That job was a difficult position because I had to become obsessed with quality performances. If we were not performing perfectly than we were risking people’s lives. Yet I also had to cultivate a close community with my lifeguards since this that was a large priority to me. So keeping both quality work and quality relationships equal was a difficult expectation. Then as I entered a different environment by being an administrative assistant, I am again new to the position and workload. Going from working outside and interacting face-to-face but transitioning to a desk job is unique. There are pros and cons to both but completely different environments and groups of people.

I really love verbal processing and communication because I think that everyone benefits from it. I am someone who enjoys writing drafts or outlines and then discussing the ideas and goals after. The verbal communication stage needs to be a time where we can change or advance the project as much as needed. I am very middle ground for plans and schedules. So I believe we need more structure than just a generalized plan yet still not too many details because aspects are bound to change so too much detail will be a waste of time. The way I treat to communicating and planning is the way I treat my work ethic. I don't believe it is professional to work so last minute or to put yourself in stressful situations simply because that is what you'd prefer. Yet I also don't think there is a need to be overly cautious in your planning, so somewhere in between is the way I enjoy working.

I believe that I am more of a realist and enjoy the process of reaching goals. So I bring more technical reality to the drawing board verses complete brainstorming. I believe I am good at maintaining consistency in work progress and quality. I can see quality in most areas so managing is a key skill I have because I can oversee many different projects.

Goals for collaborative assignments:

I hope to accomplish the ability to communicate in different ways than the ways I am used to. I believe that in work environment, peoples project communication can seem like a different language. So my goal is to learn how to get the goals across in respectful and clear ways that others can understand.