

# EMMA BOLDUC

129 Ariel Circle Sutton, MA 01590 · 508-735-5251

[Emma.Bolduc04@gmail.com](mailto:Emma.Bolduc04@gmail.com)

---

## Skills

- IT Help Desk Support Experience
- Four years of experience in customer service
- Experience with POS systems.
- Web Development
- Founding member of the computer science and scripting club at Roger Williams University
- Lead shift trainer for front end sales.
- Ability to trouble shoot problems
- Team player
- Fast learner
- Organizational skills/General upkeep
- Experienced in sanitation protocols.

## Experience

- **November 2022 – PRESENT**  
**MEDIA TECH ASSISTANT**, ROGER WILLIAMS UNIVERISTY IT DEPARTMENT  
1 Old Ferry Rd, Bristol, RI 02809
  - IT support for students and faculty
  - Media installation for classroom
  - Media support for schoolwide presentations
  - New student orientation presentations
- **JANUARY 2021 – (AS NEEDED)**  
**CUSTOMER SERVICE**, MICHAELS  
70 Worcester-Providence Turnpike Suite 230, Millbury, MA 01527
  - Provide quality customer service
  - Front end shift lead
  - Returns specialist.
- **MARCH 2021 – OCTOBER 2021**  
**FRONT END SERVICE**, UHLMAN'S ICE CREAM  
234 E Main St, Westborough, MA 01581
  - Ensuring a friendly customer experience for the store's patrons while also providing a clean and sanitary environment.

## Education

- **AUGUST 2022 - PRESENT**

**COMPUTER SCIENCE (MAJOR)**, ROGER WILLIAMS UNIVERSITY

1 OLD FERRY RD, BRISTOL, RI 02809

- Minors in Mathematics and Web development
- Fluent in Java
- Currently Studying Python, C, C++, HTML, CSS and ADA
- Google cloud courses completed:
  - Introduction to Generative AI
  - Core Infrastructure.
- Founding member of the computer science and scripting club at Roger Williams University (Secretary)

- **AUGUST 2019 – JUNE 2022**

**GENERAL STUDIES**, SAINT PAUL HIGH SCHOOL (FORMERLY HOLY NAME HIGH SCHOOL) 144 GRANITE ST, WORCESTER, MA 01604

- National Honor Society
- Four years of Varsity cheerleading
- Yearbook committee