



# EMANUEL MALLYA

## MASTERS OF BUSINESS ADMINISTRATION

### PROFESSIONAL SUMMARY



Results-oriented management professional with an MBA and a proven track record of leading teams, optimizing operations, and driving organizational success. Experienced in administration, training, staff supervision, and DEI initiatives. Strong communicator with a strategic mindset and a passion for continuous improvement and inclusive leadership

### EDUCATION



**Master of Business Administration (MBA)**  
School of business | WV Wesleyan College  
Buckhannon, WV

May 2024

**Bachelor of Business Administration & Management**  
School of business | Salem University  
Salem, West Virginia

December 2021

### CONTACT

+1 575 291 6137  
emmanuelmallya23@yahoo.com  
3941 N Pine Grove Ave,  
Chicago, IL, AP#412

### SKILLS

- Customer Service
- Organization Skills
- Microsoft Office
- Leadership
- Administrative experience

### CERTIFICATES & LANGUAGES

- English
- Swahili
- Graphic Designer Certificate

### REFERENCE

**Laurie Goux**  
Goux.l@wwwc.edu | lauriegoux@gmail.com  
  
**kyle Hoffman**  
hoffman.k@wwwc.edu



### WORK EXPERIENCE

**Lead Administrator & Training Officer** 2023 - PRESENT  
Tennis on the Lake @Chicago, Illinois

- Directed daily administrative operations ensuring efficiency and compliance with company policies.
- Developed training programs and SOPs
- Improved internal processes and coached staff

**Summer Tennis Jr. Camp Supervisor** 2023 - PRESENT  
Tennis on the Lake @Chicago, Illinois

- Responsible for overseeing the day-to-day operations of a children’s camp program, ensuring a fun, safe, and engaging environment for campers aged 5 and above. Leading staff, coordinating activities, managing camper behavior, and communicating with parents

**Graduate Assistant, D,E,&I** 2022 - 2024  
West Virginia Wesleyan College @Buckhannon, WV

- Managed residential operations and student support
- Conducted conflict resolution and planning
- Coordinate logistics for DEI events, including marketing, setup, registration, and follow-up.
- Participate in team meetings and strategic planning discussions.

**Resident Assistant** 2020 - 2021  
Salem University @Salem West Virginia

- Manage a college residence hall floor of ethnically diverse undergraduate students.
- Counsel students on various personal and academic issues.

**Sales Associate** 2019 - 2021  
Home Depot @Roswell, New Mexico

- Provided customer service by assisting shoppers with product selection, locating items, and offering solutions tailored to customer needs.
- Collaborated with team members to meet store sales goals and enhance customer satisfaction.