

Emily Springer

Palo Alto, CA | (650) 300-9953 | emily.ge.springer@gmail.com

SUMMARY

Results-driven liberal arts grad with a proven track record in community development, project management, and building from 0 to 1. Direct HR experience resolving staff conflict through workable compromise at OSCA. A systems-builder at heart, with experience rebuilding financial infrastructure with no predecessor, turning outdated server documents into functioning tracking systems. Seeking opportunities as a HR business associate or analyst at a medium-sized firm, learning industry best practices and interfacing between humans and systems.

EXPERIENCE

Mirror AI *July 2026 – Present*

Community Development (Fractional)

AI-enabled interviewing platform

- Identify four target audiences for community growth strategy and develop A/B testing plans to validate engagement approaches ahead of launch.
- Partner with the platform team in a genuine co-creation relationship, applying facilitation infrastructure built through running a peer-led mock interview program to design structured peer-to-peer interview formats — framing tasks and prompts to draw out strong candidate performance without a live facilitator, and building in adaptability for when sessions go off-script.

Never Search Alone *Jan 2026 – Present*

Moderator

- Facilitates a cohort of six job-seekers through Phyl Terry's *Never Search Alone* method.
- Founded and runs a weekly Mock Interview group, conducting mock interviews to screen and coach participants on interview performance and navigating the interview pipeline.

Oberlin Student Cooperative Association (OSCA) — Oberlin, OH *2021–2024*

\$3M nonprofit cooperative housing & dining organization serving 400 members | Chief Financial Officer · Board of Directors · Interim President, Keep Cottage · Housing Operations Manager

- Took over as CFO to reopen OSCA after a full year of pandemic closure, with no predecessor and no training — rebuilt the organization's financial and governance systems from old records, building new infrastructure wherever gaps appeared.
- Served on OSCA's HR Committee and acted as point person for staff conflict resolution — including talking a team member back from quitting by building a workable compromise between the member and leadership.

- Passed OSCA's first Bylaws revision in over a decade — built the case, presented 60 policies, and turned out two-thirds of a 400-person membership to vote.
- Forced Oberlin College to act on a years-long mold problem — documented it as a formal lease violation and met weekly with Facilities until the College contracted professional remediation.

Lichten & Liss-Riordan, P.C. *May – Aug 2021*

Intern

Class-action employment law firm representing tipped and gig-economy workers

- Turned roughly 10,000 pages of unstructured case documents spanning 20 years into a structured system of infographics and spreadsheets mapping organizational ownership and jurisdiction changes — replacing what had only ever been tracked across scattered documents.
- Gained introductory exposure to multi-jurisdiction employment law through client intake and case research across tipped- and gig-worker claims; managed several concurrent case projects remotely with minimal supervision.

PROJECTS

MeetingKeel *Prototype, ongoing*

- Designing and building a prototype meeting-management tool to diagnose framing and agenda problems and streamline meetings toward clear objectives — an extension of the facilitation-design work above, currently in early prototype.

EDUCATION

Oberlin College & Conservatory *2018–2024*

BA in German | BM in Horn Performance | Minors: Law and Society, Rhetoric

Relevant coursework: Accounting, Business Management, Arts Administration

Ludwig-Maximilians-Universität München *Oct 2023 – Feb 2024*

Exchange semester; coursework conducted in German

Relevant coursework: Organizational Theory

SKILLS

People Operations & Compliance: Employee Lifecycle Support (onboarding, offboarding, conflict resolution) | HR Committee | Compliance, Documentation, & Escalation | Policy Development | Introductory Multi-Jurisdiction Employment Law Exposure

AI & Automation: Claude, Gemini | Zapier, N8n | Co-creating AI-powered tools & workflows | Process automation

Systems & Data: Structured tracking systems & data management | Financial modeling & administration | Airtable, ClickUp, Asana | Microsoft Office & Google Workspace (Advanced)

Interpersonal: Cross-functional collaboration | Facilitation (consensus & anti-oppression)
| Stakeholder diplomacy