

# Emily J. Dyer-Wolfe

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**EDUCATION**     **Master of Business Administration, Dec 2019**  
University of Memphis, Memphis, TN     GPA 3.9

**Bachelor of Fine Arts, May 2017**  
University of Memphis, Memphis, TN  
Major: Musical Theatre     Minor: Dance     GPA 3.5

**LISCENCES**     SIE, Series 79, Series 63 & Series 24

**EXPERIENCE**     **Managing Director, January 2021 – Present**  
Aaron Capital Inc. - Aurora, CO

- Merger and acquisition experience specializing in buy and sell side M&A and creating pitch decks targeted to ultimate buyer/investor.
- Compile transaction information and review financials to design sleek, eye-catching teasers and pitch decks that capture interest of potential investors.
- Supervise and manage other bankers to ensure FINRA compliance.
- Communicate with deal team and clients to strategize best approach to achieve desired outcome in capital raise and buy or sell side mergers and acquisitions.
- Manage website and design additional marketing materials for Aaron Capital and affiliates.
- Spearhead website re-design via Squarespace and manage all other online profiles.
- Currently in management training program.

**Professional Development Specialist, January 2020 – September 2020**  
University of Memphis- Memphis, TN

- Oversaw the implementation of virtual event platform, Whova, to conduct a virtual Internship and Career Fair week comprising of over 500 attendees.
- Trained and advised leadership team, staff members and external partners regarding virtual event details and virtual platform functionality.
- Advised upper management in defining marketing efforts to maximize student, faculty and employer engagement.
- Trained and supervised marketing intern on brand standards, content strategy, and the development of supporting messaging for internal and external community partners.
- Designed marketing and promotional materials including flyers, newsletters, videos and social media graphics to promote upcoming events using Canva and Adobe Creative Suite.
- Created and record online learning videos and manage online learning content for the Virtual Complete Professional Program.
- Developed learning materials for, *Career Development for Tomorrow's Accounting Professionals* (2020), textbook to meet the educational standards of the University.
- Lead professional development workshops for students including resume building, personal website building and social media etiquette.

**Graduate Assistant to Dr. Kathy Tuberville, January 2019 – December 2019**  
University of Memphis- Memphis, TN

- Revised student case studies, article reviews, reflection papers and other writing assignments as well as responding to general inquiries.
- Organized, developed and compiled teaching materials for online and on-campus courses.
- Coordinated and assisted with Fogelman Professional Development Center student events.

**ImagineU Intern**, May 2019 – August 2019

Crews Center for Entrepreneurship- Memphis TN

- Presented winning demonstration at the ImagineU demo day competition, received funding and advanced to present at StartCo Memphis Demo Day.
- Worked with team to conceptualize and build a viable business endeavor based on the Lean Business Model Canvas.
- Research competitors and conduct customer discovery.
- Co-Founded startup company PetsFurU.

**Studio Coordinator**, May 2017- December 2018

School of Rock Memphis- Memphis, TN

- Planned and operated over 20 special events and performances, as well as managing sales, school tours, and enrollment of new students.
- Managed accounts and schedules for 200+ current students using Pike13 and Zendesk.
- Completed administrative tasks such as streamlining the master schedule, maintaining supplies and conducting 20-30 sales and scheduling calls daily.