

Elizabeth Collins

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SUMMARY

Aspiring HR professional, interested in finding ways to implemented wholistic employee wellness initiatives.

EDUCATION

Miami University, Oxford, OH

May 20xx

Bachelor of Arts

Major: Psychology Minor: Human Capital Management and Leadership

GPA: 3.5 (Overall) 3.7 (Major)

- Dean's List 20xx, 20xx

International Business Study Abroad in Paris, France

Summer 20xx

Study abroad concentrating in International Tax and International Law, traveled to 6 European countries

WORK EXPERIENCE

KAF Counseling and Sport Performance, Personal Assistant and Receptionist, Naples, FL

Summer 20xx

- Developed new marketing ideas, related market research, and implementation approach
- Planned and organized 5 interactive parenting workshops related to new marketing program
- Scheduled personal and professional appointments for over 10 staff members
- Engaged in general office duties including answering phone calls, scanning, printing, filing paperwork
- Completed and sent in basic insurance billing paperwork

McInnis Cement, Market Analyst, Montreal, Quebec and McLean, VA

Summer 20xx

- Conducted research for a \$1.1B private equity funded start-up targeting US and Canadian markets
- Created US and Canadian customer target database by triangulating various Internet and hard copy sources
- Compiled competitive assessment for target market entrance
- Prepared analysis and presentation for interview with US and Canadian antitrust authorities
- Performed data collection & formatting in Microsoft Excel; e-spatial mapping programs for Board presentations

Anthropologie, Sales Associate, McLean, VA

Summer 20xx, 20xx

- Supervised a team of 4 employees during store manager absence, led morning huddles to motivate staff
- Collaborated with manager in seasonal layout design and set up of displays
- Maintained inventory through restocking and managing back stock
- Executed daily manual inventory count

P.S. It's Healthy, Intern, Remote Work Opportunity

Summer 20xx

- Researched and summarized information for monthly infographics to be shared with clients and customers
- Developed new infographics by researching trends in the healthy food industry; shared on Facebook and Instagram

CAMPUS AND COMMUNITY SERVICE

Pi Beta Phi Sorority, Vice President of Philanthropy

Spring 20xx - Present

- Plan and manage Pi Beta Phi's annual philanthropies Pie a Pi Phi, Champions Are Readers, and a campus book drive raising over \$1000 for the national philanthropy, The Literacy Fund
- Collect and report service hours for the chapters ensuring all members obligations are achieved
- Observed all executive committee meetings and required Panhellenic events
- Communicate philanthropy opportunities on campus and in the surrounding community to chapter members

Miami University Department of Residence Life, Resident Assistant

January 20xx - May 20xx

- Maintained hall safety through duty rounds and documentation of incidents
- Planned and executed monthly hall programming in collaboration with other resident assistants according to residential curriculum
- Mediated 14 roommate/community conflicts of residents in order to create a safe and open community