

# Elizabeth Grant

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## EDUCATION

*Florida State University, Tallahassee, Florida*

**Master of Business Administration** May 2019

4.0 GPA, Specialization in Supply Chain Management

**Bachelor of Science in Retail, Merchandising & Product Development** May 2018

Minor in General Business, Honors Program, University Freshman Scholarship

3.951 GPA, Summa Cum Laude with Honors

## EXPERIENCE

*Florida State University College of Business, Tallahassee, Florida*

**Graduate Assistant, Part time** May 2018-present

- Prepare, manipulate, and manage extensive databases
- Contribute to the preparation of research articles and presentations
- Manage guest speakers and coordinate field outings and various events

*Florida State University Housing, Tallahassee, Florida*

**Residence Hall Receptionist, Part time** January 2017-May 2018

- Greeted residents or visitors and resolve problems or complaints
- Answered telephones to direct calls or provide information and file documents
- Ensured the safety and security of the residence hall and its residents
- Assisted head staff with additional tasks

*Florida State University New Student & Family Programs, Tallahassee, Florida*

**Clerical Office Assistant, Full time** May-August 2017

- Scheduled, planned, and executed orientation for incoming students
- Provided assistance via general office duties including preparation of orientation materials, processing of student information, database management, general filing, and other duties as assigned
- Served as primary customer service support for all office phone/email and in person traffic to new students, family members, university guests, and FSU staff

*Florida State University New Student & Family Programs, Tallahassee, Florida*

**Orientation Leader, Full time** May 2016-May 2017

- Lead and counseled new students and families during their transition to the university
- Facilitated small group discussions and activities
- Collaborated with a team of 39 other orientation leaders to provide customer service and support services to new students and families
- Provided programmatic support for campus partners and constituents
- Developed public speaking skills and abilities during orientation sessions and trainings

*Florida State University Student Government Association, Tallahassee, Florida*

**Programming Allocation Committee, Vice Chair** August-December 2016

- Allocated \$65,000 to various organizations on campus throughout the semester
- Budgeted and appraised funding requests and proposal presentations to prevent overspending
- Conducted weekly meetings and recorded minutes

## ACTIVITIES

- MBA Association May 2018-present
- Honors Peer Mentorship Program, Mentor August 2016-May 2018
- Garnet and Gold Scholar April 2018
- Vintage Home Furnishings & Décor Intern, Full time March-April 2018
- Textile Lab Research Assistant, Part time October 2017-March 2018
- Career Center Professional Clothing Closet Intern, Part time August-December 2017
- SAC Student Organization Advisory and Resource Board August 2016-May 2017
- Relay for Life, Team Ambassador August 2016-May 2017