

ELIZABETH A. LINDSAY

Local Address

200 Lee Street
Blacksburg, VA 24060
(540) 555-7700

Permanent Address

200 Arnold Court
Virginia Beach, VA 23454
(804) 555-0805

OBJECTIVE

Management Trainee; special interest in human resources in the area of staffing and training

SKILLS

Management/Personnel

- Supervised and scheduled duties for 15 night shift personnel
- Supervised/managed 3-4 wait staff for campus hotel dining room
- Directed annual fundraising project for Political Science Club
- Organized and delegated responsibilities to Public Relations Committee
- Recorded tax and financial transactions for bookkeeper

Public Relations/Advertising

- Served as Vice President, Public Relations for Arts and Sciences Council
- Met with deans, faculty, and employers to promote student-run job fair
- Managed publicity for college job fair
- Developed and promoted advertising campaigns for Class of 1997
- Solicited advertisements from local businesses to support student elections
- Dealt with public through sales and restaurant work; handled complaints

Computer Skills

- Experience using IBM-PC and compatibles
- Used Virginia Tech's IBM mainframe/IMS to compute correct class schedules for MBA students
- Familiar with BASIC, Lotus 1-2-3, and Volkswriter

EDUCATION

Bachelor of Arts, Political Science, May 1998

Virginia Polytechnic Institute and State University (Virginia Tech)
Blacksburg, VA GPA: 2.9/4.0

Minor: History

EMPLOYMENT

- Hostess/Waitress, Donaldson Brown Conference Center, Virginia Tech, Blacksburg, VA, September 1997 to present
- Assistant, The R.B. Pamplin College of Business, MBA Program Office, Virginia Tech, Blacksburg, VA, September 1996 to March 1997
- Assistant Manager, El Hawa Corp., Virginia Gift Shop, Virginia Beach, VA, March 1995 to September 1996 (summers and holidays)
- Also held various summer waitress positions (1993 & 1994)

ACTIVITIES

Student Government Association:

- Arts and Sciences Senator
- Credentials and Elections Committee
- Communication Network Committee

Student Arts and Sciences Council:

- Vice President for Public Relations
- Assistant Director for Job Fair 1996

Political Science Club

Pre Law Society, Phi Alpha Delta

Y.M.C.A. Adopt Grandparent Program

Circle K International

Virginia Tech Weightlifting Club

Virginia Tech Aerobic Club

Class of 1996 Publicity Club