
Elizabeth M. Miller

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EDUCATION

Pennsylvania State University

Bachelor of Arts in Public Relations | Certificate in Business Fundamentals

GPA: 3.11

University Park, PA

2021-2025

PROFESSIONAL EXPERIENCE

Key Software Systems

Social Media Marketing Intern

- Execute social media strategy across 1,376 followers on LinkedIn, Facebook and Twitter
- Responsible for planning and producing visual content furthering business outreach to audiences and increasing engagement

Wall Township, NJ

2023-Present

Silton Swim School

Swim Instructor

- Communicated logistics and addressed any concerns with parents regarding their child's care
- Completed registration and health paperwork to manage the care of children during classes

Manasquan, NJ

2021-2022

Gee Gee's Ice Cream

Server

- Managed front-end restaurant operations while gaining "direct to consumer" sales experience
- Responsible for training new employees in areas of concessions, merchandise, and arcade
- Operated POS system to complete transactions and coordinate end of day sales reporting

Manasquan, NJ

2018-2020

CURRICULAR ACTIVITIES

Business in Cosmetics Club

Founder and President

- Organize and develop events including speaking panels with alumni contributing to the health and beauty industry
- Collaborate with executive committee to create a strategic plan for the organization to enact each academic year

University Park, PA

Fall 2022 - Present

Penn State Learning

Tutor

- Facilitate conversations with Penn State undergraduate students to enable written skill improvement
- Partner with students to evaluate work and effectively use their written voice to complete assignments

University Park, PA

Fall 2022 - Present

Public Relations and Advertising Club

Active Member

- Participate in professional development, networking with alumni, and activities to understand the diversity of the Public Relations industry

University Park, PA

Fall 2022 - Present

ADDITIONAL INFORMATION

Technical Skills and Qualifications: Advanced in Microsoft Office; advanced in Adobe Photoshop; proficient in Microsoft Excel; excellent communication and interpersonal skills; 1,000+ hours experience in team-focused work environments