

# Elle Creswell

Austin, TX  
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## EXPERIENCE

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### **Office Administrative Assistant**, Kathy Buys Houses — *Burleson, TX*

March 2021 - August 2021

- Multichannel (call, text, email) support and data driven quotes for customers and vendors.
- Managed company financial records using Quickbooks and Notesmith.
- Maintained online listings in the North Texas Real Estate Information Systems MLS.

### **Enumerator**, U.S. Census Bureau — *Dallas-Fort Worth Metroplex*

July 2020 - October 2020

- Conducted in-person interviews with over 150 members of the Dallas-Fort Worth community, ensuring that residents knew the context of the questionnaire and were at ease working with a government employee.
- Collected respondent data using a proprietary mobile software.

### **Technology Specialist**, Dr. Lisa Welch for Congress — *Virtual*

March 2020 - November 2020

- Worked with the campaign team to keep all public-facing communications consistent across multiple platforms.
- Maintained the website, managed and mediated Zoom broadcasts on social media, managed the campaign Facebook, and offered technical support to campaign staff.
- Trained campaign staff on the use of third-party software.

### **Undergraduate Research Assistant**, The University of Texas at Dallas — *Richardson, TX*

August 2017 - May 2019

- Worked across disciplines, in teams of 10+ members, to conduct research science focused on equitable healthcare for all, including supplying data for a paper published by the American Chemical Society.
- Trained 10 team members across two laboratory settings in various research techniques, typically going from novice to trainer in several weeks.

## EDUCATION

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### **B.S. in Biochemistry**, The University of Texas at Dallas

January 2017 - May 2019

### **A.A.**, Tarrant County College District

August 2013 - December 2016

## SKILLS

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**Software:** MS Office, Gmail, Google Calendar, Docs, and Sheets, Quickbooks

**Languages:** Java, Javascript, and HTML/CSS