

# Isabelle Burridge

UNIVERSITY OF MISSOURI SCHOOL OF JOURNALISM  
MAJOR IN ACCOUNT MANAGEMENT  
MINOR IN PSYCHOLOGY

## Experience

### **Shaffer&Associates | Administrator** **March 2017 - December 2017**

- Perform a variety of administrative tasks
- Worked with clients to ensure we were collecting and entering the correct information into our systems
- Data entry

### **The Black Sheep | Marketing Employee** **September 2017 - Present**

- Execute street teams, dorm storms, classroom/Greek announcements and other strategic marketing efforts
- Work with team members to execute 3-5 marketing efforts a week

### **Sweet Cow Ice Cream | Server** **2013-2015**

- Developed excellent customer service and sales skills
- Shifts included serving customers, managing and training other staff, creating schedules, cleaning, handling phone orders and inquiries

## Volunteer Work

### **Greenhouse Scholars | 2012 - Present**

- Greenhouse Scholars is a mentorship/scholarship program that sends under resourced, high performing students to college
- Work as a volunteer for multiple fundraisers
- Communicate and work with both the scholars and donors

## Contact Information

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**Address** Columbia, Missouri

## Involvement

### **Alpha Phi Executive Board | Director of Administration** **December 2016 - December 2017**

- Manage all communication platforms for the chapter, advisors, alumni and parents
- Plan and lead 250+ person weekly chapter meetings
- Train and manage my team on our systems and processes

### **Alpha Phi Marketing Team | Director of Parent and Alumni Relations** **2015 - 2016**

- Point person for parents, alumni, and chapter members for all events and fundraisers
- Outreach and promotion with alumni to bring them to Columbia for philanthropy events

### **Spoon University | Director of Photography** **2015 - Present**

- Sourced and selected textiles based on sketches
- Digitally cleaned up the illustrators' sketches
- Created the initial patterns for the 2009 collection

## Skills

- Team Management/leadership
- Proficient in Customer Service
- Adobe Photoshop, Illustrator, InDesign
- Microsoft Office
- Google Office
- Excellent Communicator

## Interests

- Photography
- Traveling
- Hiking
- Fly Fishing
- Basketball
- Skiing

## International Travels

- Spain
- U.K.
- Italy
- Mexico