

Elizabeth Ellis

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EDUCATION AND CERTIFICATIONS

Bachelors of Fine Arts | Portland, OR | **PNCA** *September 2004 – January 2009*
Thesis Writing Award Nomination for Excellence 2009
William Jamison Memorial Scholarship Winner, Competitive Merit Award 2006
Foundation Program | Providence, RI | **RISD** *September 2003 – May 2004*
Honors List Student
Joint Enrollment | Athens, GA | **University of Georgia** *September 2002 – May 2003*
Early Admission, Joint Enrollment during Senior year of High School
Multnomah County Health Department Environmental Health Section – Food Handlers Card (2004 – 2013)
OLCC – Alcohol Service Permit Holder (2006 – 2014)

WORK HISTORY

SmARTworks-PNCA | Program Assistant *June 2008 – August 2013*
-Performed reception duties: answered phone promptly and knowledgeably
-Accurately filed personal information and medical paperwork
-Filled out administrative paperwork, preformed intake tasks for a children's art camp
-Performed maintenance tasks on a daily basis, assisted instructors in running the program smoothly
-Provided classroom assistance to teachers and field trip supervision

Rock'n'Roll Camp for Girls | Administration / Instructor *June 2006 - June 2011*
-Took admissions for a music learning center
-Filing and data entry of client information
-Provided exemplary customer service to all clients
-Supervised and provided private and group music lessons
-Provided mentorship for girls ages 8-18, worked with special needs students

My Fathers Place Server *November 2011 – February 2013*
-Greeted and serviced clients of a popular restaurant and bar
-Opened and closed the establishment
-Inspected food for quality and presentation
-Abided by service laws while maintaining a loyal clientele
-Addressed customer comments and concerns
-Operated and maintained Oregon Lottery machines

Doc's Club Bartender *November 2010 – October 2011*
-Tended bar at a busy bar and Oregon Lottery location
-Opened and closed the establishment

- Cooked food with attention to quality and presentation
- Abided by service laws while maintaining a loyal clientele
- Addressed customer comments and concerns
- Operated and maintained Oregon Lottery machines

Mio Sushi Server

June 2007 - November 2010

- Served customers in busy, popular local sushi restaurant
- Performed hostess and bussing duties while serving in a fast paced environment
- Managed cash flow and inventory
- Performed the daily opening and closing tasks

VOLUNTEER WORK

Rock'n'Roll Camp for Girls – (2006 – 2011) Volunteer Instructor, Youth Mentor, hired as paid employee after 3 years of Volunteering; Organized and oversaw successful fundraising event in 2009

In Other Words Bookstore – (2005 – 2007) Volunteer Receptionist, Cashier, Event Coordinator

Alberta Street Co-op – (2004 – 2006) Volunteer Produce Associate, Stocking, Display Arrangement

REFERENCES

Professional and Peer References:

Sara Kaltwasser / PNCA Youth Program Coordinator / 503. 821. 8967

Rosadene Davis / MFP Bar Manager / 503. 998. 1721

Marisa Anderson / RRC4G Former Creative Director / 503. 980. 5811

Personal References:

Heather McLaughlin / PNCA Youth Instructor / 971. 344. 9013

Lorraine Maenza / MFP Bartender / 503. 236. 8090