

# ELIZABETH M NORTMAN

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Analytical mind. Adventurous spirit. Passionate about design, positivity, and wellness.

## EDUCATION

Kenzie Academy &  
Butler University  
Indianapolis, IN  
User Experience Engineering  
July 2019-2020

Drake University  
Des Moines, IA  
Major: Health Sciences  
Minor: Psychology  
September 2013 – May 2017

Florence University  
Florence, Italy  
September-December 2015

## HONORS & AWARDS

Drake Presidential Scholarship  
Fall 2013-Spring 2017

Blending Magazine  
Fall Winter 2015/16 Edition  
*G for Garlic*; pg. 33

## EXPERIENCE

Sofar Sounds – Indianapolis, IN – Ambassador: July 2019 – Present

- Acts as an artist liaison, social media supervisor, and guest liaison during shows
- Assists production, artists, and director with all pre-show set up and post-show take down
- Creates and promotes a friendly, approachable environment where people make genuine connections

Industrious Office – Indianapolis, IN – Operations Associate:  
September 2018 – July 2019

- Facilitates new member on-boarding using Salesforce, oversees accounts payable, manages supply and purchasing, and contributes to local marketing
- Coordinates all professional, social, and education events
- Upholds all hospitality standards to ensure seamless daily operations

CNO Financial Group – Indianapolis, IN – Agent Contracting  
Administrator: December 2017 – June 2018

- Audited all agent contracts, meeting daily and weekly deadlines
- Navigated through multiple computer programs to access and record auditing data
- Communicated discrepancies among contracts to team members and ensured correction completion

Chr. Hansen, Inc. – Milwaukee, WI – Customer Service  
Representative: June 2017 – October 2017

- Processed customer orders using SAP and Salesforce
- Managed communication with customers regarding orders, issues, deliveries, product information, and stock
- Prepared customer requests of product documentation

## PROJECTS

*Evaluating the Effectiveness of a Nationally Recognized Diabetes Exercise and Education Program*

- Designed and facilitated 12 week long research project; assessing pre and post program data

*The Effect of Food Allergy Treatments in Pediatric Patients*

- Literature Review; co-wrote