

Ella Zaputil

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Education:

The University of Iowa, Iowa City, IA

Anticipated Dec. 2025

Bachelor of Business Administration, Business Analytics & Information Systems

Event Management Certificate

- GPA: 3.89/4.0 | President's List

Technical Skills:

Tools: Microsoft Excel, Python, SQL, Oracle APEX

Methodologies: regression analysis, forecasting, pivot tables

Employment:

Tippie College of Business West Suite, Iowa City, IA

Aug. 2024 - Present

Student Office Assistant

- Completed administrative tasks and event coordination to support the Business Analytics, Accounting, and Management departments
- Networked with 50+ faculty members throughout the departments

Albia Chamber Main Street, Albia, IA

Mar. 2023 - Present

Events & Promotions Coordinator

- Implemented 6 action plans for events hosted by the organization and collaborated with committee members to execute each task
- Utilized Meta Business Suite to analyze social media traffic to broaden exposure and efficiently market events hosted by the organization
- Communicated professionally through daily emails, monthly newsletters, and quarterly press releases, utilizing Canva, Microsoft Office, and Google Workspace
- Attended meetings of and strategized with 5 committees monthly

University of Iowa Academic Advising Center, Iowa City, IA

Aug. 2022 - May 2023

Student Receptionist

- Corresponded with students, advisors, and coworkers in person, on the phone, and via email
- Coordinated with calendars of 30+ advisors
- Handled confidential information of students and the University

Experience:

Tippie Students for Service

Jan. 2024 - Present

Student Organization Member

- Attended bi-weekly meetings, collaborating with fellow students on service projects in the Iowa City community

Green Bandana Project

Jan. 2024 - May 2024

Student Event Organizer

- Collaborated with Foundation of Event Management students to create a meeting event for the Green Bandana Project student organization
- Spread awareness of mental health issues to students on University of Iowa's campus