

Ellie Banfield

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Professional Experience

MIT Media Lab, Cambridge, MA – *Administrative Assistant* Feb 2025-Present

- Provide high-level administrative and logistical support to the External Relations team, ensuring smooth coordination of member and partner engagements.
- Assist in planning and executing corporate member visits, conferences, and lab demonstrations showcasing cutting-edge research.
- Maintain databases and records of corporate partnerships and membership agreements.
- Coordinate meeting logistics, prepare briefing materials, and document key outcomes and partner engagement notes in the member database.

Brigham and Women's Hospital, Boston, MA – *Practice Assistant* Aug 2024-Feb 2025

- Coordinated and managed scheduling, referrals, and follow-up appointments to ensure smooth daily operations and maintain efficient workflows.
- Served as a primary point of contact, facilitating clear communication between staff and addressing inquiries with professionalism and responsiveness.

Center for Writing Excellence, Elon, NC — *Writing Center Consultant* Jan 2022-May 2024

- Utilized listening and question strategies to diagnose student needs and monitor progress.
- Conducted one-on-one meetings with students across various disciplines, providing guidance on structure, argumentation, and grammar to improve their writing skills.
- Collaborated with faculty to tailor writing workshops and classroom presentations to meet the needs of specific courses.

Elon University Office of Admissions, Elon, NC — *Office Assistant* May 2023-May 2024

- Proactively assisted prospective students with possible questions and campus visits.
- Stayed current with campus-wide changes to provide the most accurate information to guests.
- Answered and directed incoming telephone calls and responded to routine inquiries.

Skills:

Microsoft Office, Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Microsoft Outlook, Microsoft Teams, Slate, Google Drive, Adobe.

Education

Elon University, Elon, NC — *Bachelor of Arts in English (GPA 3.7)* May 2024

Honors

Magna Cum Laude

Sigma Tau Delta, International English Honors Society

President's List Honoree Fall 2021, Spring 2022

Dean's List Honoree Spring 2021, Spring 2023, Fall 2023

Sigma Kappa Sorority, Kappa Zeta — *Member of Executive Council* Jan 2023-
May 2023

CIEE Abroad Barcelona, Spain Fall 2022

Emerson College, Boston, MA – *Master of Arts in Publishing and Writing* Sep 2025 -
Present