

Zoe Estelle Fox

San Francisco, Bay Area | (415) 948-9529 | zefox@ucdavis.edu

LinkedIn: www.linkedin.com/in/zoe-estelle-fox

Education:

University of California, Davis BA: Economics, Tech Management. GPA: 3.97

Graduation Jun. 2020

City College of San Francisco. GPA: 4.0

Jan. – Jul. 2017

Professional Experience:

Emergency Response Analyst, Congregation Etz Chayim | Palo Alto, CA

Jun. – Aug. 2018

- Overhauled emergency policy by developing a written and digital plan to ensure safety of all facility users.
- Interviewed 40 members, 5 renters, and emergency teams to identify and create policy on the prevalent threats.
- Validated procedures by researching best practices and presented suggestions to the Board of Directors.
- Executed fire drill teaching 40 people building protocols and produced 3 trainings for teacher preparedness.

Sales and Marketing Coordinator, Senior Resource Group (SRG) | San Francisco, CA

Apr. – Sep. 2017

- Surpassed the industry average occupancy of 80% aiding the Marketing Director to maintain a 95% occupancy.
- Formulated custom marketing packages for 15-30 clients daily, increasing the client base by 3 per week.
- Spearheaded on-boarding 15 new residents through family and staff coordination to ensure smooth transition.
- Curated the 2018 marketing plan by completing competitive analysis of 5 competitors resulting in pinpointing how sales could surpass the occupancy goal to 98%.

Community Ambassador, Senior Resource Group (SRG) | San Francisco, CA

Dec. – Apr. 2017

- Conveyed direct information to 20 care-staff members and medical teams for resident care and assistance.
- Moderated 15-60 business inquires to the community daily to Corporate Executives and Directors ensuring clear and sophisticated business internal operations.
- Embraced community values by providing quality and correct information to 50 inquires per day.
- Constructed 5 spreadsheets daily of data through Excel for Corporate to analyze for community information.

Leadership Experience:

Operations Director, Davis Women in Business | Davis, CA

Jan. 2018 – Present

- Present 6 meetings per quarter in a clear manner for over 200 future female professionals and leaders.
- Oversee policy execution through data analysis assuring 10 directors and 5 boards follow proper duties.
- Decipher community conflicts assuring DWIB delivers the best service and product for more than associates.
- Collaborate with DWIB Directors to direct OWN IT, a women's leadership summit for over 200 attendees.

Club Finance Council, Club Finance Council at UC Davis | Davis, CA

Jan. 2017 – Present

- Counsel with 13 UC Davis students to allocate \$100,000+ of grant funding to university clubs, providing up to \$2000 each for yearly events benefiting different sectors of the student body.

Career Development Associate, Davis Women in Business | Davis, CA

Oct. 2017 – Jun. 2018

- Executed 3 career workshops per quarter, such as conflict management, constructive feedback, positive interview mindsets, and LinkedIn demonstrations to enhance associate career development.
- Conducted 4 1-on-1 meetings per quarter providing constructive feedback, increasing resume strength.

Skills and Accomplishments:

Technical: Professional Email, Microsoft Office Suite, Google Applications, Slack, Yardi Database, Adobe XD, Trello.

Product Development: Developing and designing Donator, an app that donates spare-change to charities.

Awards: Dean's Honors List Fall 2017, Winter 2018 and Spring 2019.

Achievement: Youngest woman in an assistant managerial position for SRG at the Cypress at Golden Gate community.