

# Eliza Shahzad

Okemos, MI

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## EDUCATION

**Wayne State University- Mike Ilitch School of Business**

**Detroit, MI**

*Bachelor of Science in Business Administration*

*Expected May 2028*

**Major:** Business Management, Finance **Minor:** Law

**Honors/Awards:** Regional Science Olympiad (3 consecutive years), 2 Certificates of Recognition for volunteer work

## EXPERIENCE

**Launch Lansing**

**Lansing, MI**

*Employee - Front desk, Cashier, Party Host, Court/Attraction Monitor, and Summer Camp Counselor*

*July 2023 – Present*

- Handled **50+** customer transactions per shift, operated the cash register and P.O.S, and provided excellent customer service
- Welcomed and assisted **60+** guests per shift, coordinated activities, multitasked efficiently, and collaborated with team members
- Instructed and supervised **10-20** individuals, quickly addressed safety concerns, and maintained a clean, organized environment

## LEADERSHIP & PROFESSIONAL DEVELOPMENT

**Pakistani Association of Lansing**

**Lansing, MI**

*Volunteer*

*May 2020 – Present*

- Assisted in fundraising, raising over **\$80,000** for Pakistan flood relief in 2022 through donations and community outreach
- Planned and managed community events by coordinating with vendors, ensuring seamless execution and high engagement
- Recognized by State Representative **Julie Brixie** (May 2023) and Mayor of Lansing **Andy Schor** (August 2025)

**Wayne State University Legacy Leader**

**Detroit, MI**

*Volunteer*

*August 2025*

- Welcomed **75+** students and actively supported staff in coordinating the campus-wide Lunch with the Deans event
- Efficiently guided **60+** first-year students to their specified Success Sessions, ensuring smooth transitions into classrooms
- Personally assisted approximately **80** students and families during New Student Convocation to create a positive experience

**Wayne State University Admitted Students Day**

**Detroit, MI**

*Volunteer*

*April 2025*

- Welcomed and guided **70+** students and families, enhancing their experience at Admitted Students Day
- Represented the Business School by sharing personal academic insights and campus experiences with incoming students
- Supported event operations by assisting with registration, leading campus tours, and facilitating interactive Q&A sessions

**University of Michigan Health - Sparrow**

**Lansing, MI**

*Student Volunteer*

*February 2023 – August 2024*

- Prepared **20-30** discharge folders per shift for the Mother Baby Unit, ensuring a smooth transition for new families
- Regularly restocked medical supplies in **30+** rooms per shift making sure healthcare professionals had necessary resources
- Supported doctors in the Radiology Unit by ensuring an organized workflow and maintaining an efficient environment

**Alliance of Youth Leaders in the United States**

**Lansing, MI**

*Secretary*

*August 2023 – May 2024*

- Revived the Greater Lansing branch after a 2-year hiatus rebuilding engagement and restoring presence in the local community
- Collaborated with the other Executive Board members, ensuring smooth communication and effective decision-making
- Took an active role in planning and organizing volunteer projects that encouraged involvement and helped the community

**Other Affiliation:** WSU Justice Corps Student Association, WSU Pakistani Student Association, WSU Pre-Law Student Association, WSU Women in Business, WSU Muslim Student Association

## OTHER SKILLS

**Tech:** Canva (Intermediate), Google Suite (Intermediate), Microsoft Office Suite (Intermediate)

**Language:** Hindi (Native/Bilingual proficiency), Punjabi (Limited working proficiency), Urdu (Native/Bilingual proficiency)

**Skills:** Communication, Critical Thinking, Customer Service, Note-Taking, Organization

**Interests:** Baking, Calligraphy, Chemistry, Hoodies, Painting, Pickleball, Public Speaking, Sky Diving, Traveling