

Liz Smith

Phone: 630-803-2574 E-Mail: ElizSmith25@gmail.com

Experience

Renaissance Maintenance- Customer Service Operations 2015-Present

Update all vendor's information in master customer and contractor databases, collect W9's, risk & safety documents and vendor agreements from all clients, vendor relations, request and submit proposals, and invoice processing

Director of Synchronized Skating at Cutting Edge Figure Skating Club 2014 - Present

Hiring and training of staff, administrative duties, budgeting teams, quality control on social media accounts, organize and develop programs, and workshops, coordinating and scheduling on and off-ice practices

Shannon Law Group,P.C.- Legal Assistant 2014 - 2015

Assist with preparation of legal documents, daily correspondence with client, perform research activities pertaining to precedents and other information, manage, update, and maintain social media accounts and website, Organize law libraries and case files, creation of annual law firm Christmas party invitations, and managed evites/RSVPs, helped the company merge to a case management software

Intern at ERM: Environmental Resources Management Summer-2012 & 2013

Reception duties, updated Minerva the internal company website, helped the company go paperless, created excel database for several environmental projects, assisted in preparing for the company's golf outing.

Education

Certifications 2015-Present

- Programming and the Web for Beginners by Duke University on Coursera. Certificate Earned on October 27, 2015.
- Java Programming: Solving Problems with Software by Duke University on Coursera. Certificate Earned on March 14, 2016.
- Introduction to HTML5 by University of Michigan on Coursera. Certificate earned on July 9, 2016
- Introduction to CSS3 by University of Michigan on Coursera. Certificate earned on August 21, 2016
- Interactivity with JavaScript by University of Michigan on Coursera. Certificate earned on September 18, 2016
- Advanced Styling with Responsive Design by University of Michigan on Coursera. Certificate earned on October 4, 2016

University of Delaware- Bachelors- Political Science & History 2010-2014

Spring 2014 Dean's List

UD Study Abroad Social Media Ambassador- Greece 2013

Kappa Alpha Theta Sorority- Airband Choreographer, Bi-laws Committee, Events Coordinator team,

UD Synchronized Ice Skating Team- Webmaster 2011-2012

Food and Culinary Club- President 2013-2014

UD Intercollegiate Figure Skating Team

Montini Catholic High School 2006-2010

Skills

Kompozer, HTML, CSS, JS, Bootstrap, bytehost, Lexis Nexis, Blue Jay, MS Office Applications, Instagram, Pinterest, Tumblr, Code Pen, imgur, Photoshop, Photography,