

ELIZA TAYLOR

www.linkedin.com/in/elizataylor2920
eliza.taylor2920@furman.edu
(615) 491-1465

EDUCATION

Furman University, Class of 2015, Greenville, SC
GPA: 3.5
Majors: Communication Studies and Political Science
Harpeth Hall School, Class of 2011, Nashville, TN
GPA: 3.6

EXPERIENCE / INTERNSHIPS

Admissions Ambassador January 2012-present
Furman University

- Promote Furman University by leading tour groups of 5-75 prospective students, parents, and high school counselors

VP-Membership January 2013-January 2014
Kappa Delta Sorority

- Organized all events for 100 active members and 300 potential new members for Recruitment 2014
- Duties included: training current members, budgeting, creating a 6-minute philanthropy video using Adobe Premiere Pro, and collaborating/communicating regularly with National Kappa Delta and Panhellenic

Intern June 2013-August 2013
Bulldog Finance Group
Washington D.C.

- Researched prospective donors and used phone, email, and social media to ensure donor retention
- Created event invitations using Microsoft Word and publicized fundraisers for clients
- Used Microsoft Excel to create lists of 100-1000 potential donors for candidates

Intern May 2012-August 2012
American Red Cross
Nashville, TN

- Organized lists for press releases and updated the media outlets to which the Red Cross sent the releases

Sales Associate May 2012-August 2012, Holidays
The Friends Shop
Nashville, TN

- Worked at Vanderbilt Children's Hospital's gift shop during the summer of 2012 and continue to work whenever in Nashville

ACTIVITIES / HONORS

Furman Student Alumni Council, Secretary
Furman Panhellenic, VP-Communications
Kappa Delta Sorority
Phi Eta Sigma Honor Society
Furman Dean's List
Harpeth Hall Senior Class President

COMPUTER / TECHNICAL SKILLS

- Microsoft Office (Excel, Powerpoint, Word)
- Adobe Premiere Pro, Adobe Photoshop Elements
- SPSS
- Wordpress

