

Elaine Ellis

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EDUCATION

University of Florida *Masters in Finance*; May 2008; Gainesville, FL

Auburn University *Bachelor of Science in Business Administration*; May 2007; Auburn, AL

Double Major *Finance and Economics*

Major GPA: 4.0/4.0; Overall GPA 3.92/4.0

INTERNSHIP EXPERIENCE

Action Appraisal Summer 2006; Port Charlotte, FL

- Assisted with accounting and payroll processes
- Learned company's reporting scheme, computer database system, and daily activities of a Real Estate Appraiser
- Participated in think tank sessions geared toward growing the business in a changing Residential Real Estate Market

Smith Barney Spring 2006; Opelika, AL

- Learned the company's computer database system along with the daily activities of a Financial Advisor
- Scanned documents, copied and organized daily deposits
- Filed and organized New Prospectuses

Sarasota County Economic Development Corp Summer 2004; Sarasota, FL

- Created and maintained a real estate section for the company's website detailing open office space in the county for potential new businesses
- Coordinated necessary materials and organized Member Breakfasts, Special Events, Speakers, and Board Meetings
- Organized and sought out updated information for and about the EDC's members and the county's major industries

WORK EXPERIENCE

Office of Sponsored Programs *Receptionist*; Fall 2004 – Spring 2006; Auburn, AL

- Entered incoming data into database and updated file information
- Filed, labeled, scanned, and organized files
- Opened, sorted, delivered, and sent out mail

ACTIVITIES

- **Lobby Board** (student lobbyists for Higher Education), Fall 2005 – Fall 2006
- **Student Alumni Board Member**, Fall 2005-present
- **Student Government**, 2004 - present
 - Traffic Appeals Board Committee, Habitat for Humanity Volunteer
- **Economics Club**, Fall 2003 – present
- **Auburn Athletic Calculus Tutor**, Spring 2005
- **Social Sorority**, Fall 2003 – present
 - New Member Educator, Fall 2005-present, Assistant New Member Educator, Spring 2005- Fall 2005
- **Panhellenic Cabinet** (governing sorority body)
 - Liaison to University Programs Council, Fall 2004 – Fall 2005
 - Junior Panhellenic Delegate, Fall 2003 – Spring 2003
- **Camp War Eagle Parent Counselor** (orientation for freshman), Summer 2005
- **Successfully Orienting Students Counselor** (orientation for transfers), Fall 2004 – Fall 2005
- **Auburn Dixie Youth Softball League Head Coach** (9-10 yr. old Team), Spring 2005

HONORS

- **Honors College** (University Honors Scholar), Fall 2003 – present
- **Mortar Board** (senior honors society), Spring 2006 – present
- **Cardinal Key** (junior honors society), Spring 2005 – present
- **Omicron Delta Kappa** (honors society), Fall 2005 – present
- **Beta Gamma Sigma** (Business Honors Society), Spring 2006 – present