

Elyzabeth Erlandson

639 38th Street · Rock Island, Illinois 61201 · 319-321-5383 · elyzabethmarie17@gmail.com

EDUCATION

Bachelor of Arts

May 2021

Augustana College, Rock Island, IL

Majors: Philosophy

Communication Studies

Minor: Political Science

Ethics

GPA: 3.2 / 4.0

HONORS

Founders Scholarship (\$21,000 Annually)

Out-of-State Scholarship (\$2,000 Annually)

EXPERIENCE

Server

March 2018 - Present

Buffalo Wild Wings, Davenport, Iowa

- Prepare archival records, such as document descriptions, to allow easy access to information
- Research and record the origins and historical significance of archival materials
- Organize archival records and develop classification systems to facilitate access to archival materials

Hostess, Server & Bartender

January 2017 - August 2017

The Diner, Acworth, Georgia

- Greeted and escorted customers to their tables to provide a welcoming atmosphere
- Recorded orders from patrons for food and beverages for efficient service
- Cleaned tables and counters after customers finished dining
- Performed cleaning duties – swept and mopped floors, trash disposal, for restaurant cleanliness

Cashier

November 2015 - December 2016

Fareway, North Liberty, Iowa

- Processed transactions for accurate service
- Answered customers' questions to resolve any issues
- Processed merchandise returns and exchanges
- Stocked shelves and marked prices on shelves and items
- Maintained clean and orderly checkout areas and completed other general cleaning duties

Farm Hand

September 2014 - October 2015

Kroul Family Farms, North Liberty, Iowa

- Fed and watered livestock and monitored food and water supplies
- Dug, planted, and watered seeds
- Harvested produce for sale to customers
- Provided general customer service for patrons including processing customer purchases

ACTIVITIES & INVOLVEMENT

Hurdler & Sprinter, Augustana College Track & Field

August 2017 - Present

Writer, HerCampus

January 2018 - Present

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Member, Model United Nations

August 2017 – Present