

Elizabeth Pappas

Skilled designer seeking to transition into the field of Finance.

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Professional Summary

Looking back at my life, I've always had an interest in the financial aspects of everything I did. In high school I started a storefront on Amazon, buying goods wholesale and reselling them. I spent many years searching for what interest I may want to pursue in my career; but it wasn't until I was preparing to buy property that I noticed this passion within myself. After that I started seeing the patterns within my own work experience. I am a highly motivated individual and a fast learner; in every position I've held I've been relied upon to help guide and train my peers.

Education

Southern New Hampshire University

Manchester, NH

Bachelor's in Finance

Concentration Financial Planning

Minor Psychology

Current GPA 4.0

January 2021 - Anticipated Graduation July 2023

Blackstone Valley Regional Vocational Technical High School

Upton, MA

Drafting & Engineering

GPA 4.0

August 2009 – May 2013

Work Experience

Design Drafter II

AZZ CGIT – Medway, MA

August 2018 – Present

Working in drafting I'm responsible for product design, 3D modeling, and creating shop drawings for both internal and external customers; coordinating with Project Engineers and troubleshooting issues when needed.

Assistant Project Manager

Marguerite Concrete – Hopkinton, MA

August 2020 – December 2020

Worked with project management to ensure proper time management, documentation, and scheduling for construction based projects. Oversaw management of social media pages.

Assistant Store Manager

Panera Bread – Milford, MA

March 2016 – August 2018

Specialized in food cost management; my regular responsibilities included inventory, purchasing, and coordination. Additional responsibilities included employee scheduling and training.

Medical Records Analyst

MetroWest Medical Center – Natick, MA

March 2017 – November 2017

Responsible for analyzing records to ensure proper documentation within the healthcare industry. Performed data entry tasks and assisted peers as needed.

Front of House Team Member

Outback Steakhouse – Virginia Beach, VA

October 2014 – December 2015

As a server and hostess I developed strong customer service skills and was responsible for the training of new hires.

Store Manager/Sales Manager

Amazon Online Storefront

May 2013 – August 2014

Created and managed Amazon Online storefront with responsibilities that went beyond research, inventory management, marketing, sales, accounting, and financial management.

Skills, Competencies, & Extracurricular

Highly motivated, Creative, Problem Solving, Detail Oriented, Team Player

Proficient in Microsoft Office Suite, Google Suite, Autodesk AutoCAD, Autodesk Inventor, Oracle, Agile, Meditech, Procore

Member of the National Society of Leadership and Success

References Available Upon Request