

LILY LITRELL

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EDUCATION

GEORGIA INSTITUTE OF TECHNOLOGY, Scheller College of Business

Atlanta, Georgia

Bachelor of Science in Business Administration

August 2022 - May 2026

- Concentration: Information Technology Management
- Minor: Health Policy and Economics
- Honors: HOPE Scholarship (100% Tuition), Dean's List
- Relevant Coursework: US Health Policy, Database Management, Healthcare Consulting Practicum, Project Management

EXPERIENCE

Georgia Tech Research Institute Director's Office

Atlanta, Georgia

Student Administrative Assistant

August 2024 – Present

- Manage and maintain critical databases, ensuring holistic, accurate, and secure entry for diverse data types
- Provide exceptional customer service by answering an average of 20+ calls per day and resolving 100% of inquiries
- Assist in preparing documents and presentations for 5+ executive meetings monthly, ensuring 100% accuracy
- Oversee office inventory and supplies and manage 20+ ABFR inquiries per month to support streamlined office operations

GEORGIA YOUTH JUSTICE COALITION

Atlanta, Georgia

Finance and Operations Director

August 2023 – March 2024

- Built crucial financial operations infrastructure, including payroll system, organization policy, and annual budget
- Strengthened financial efficiency by managing monthly payroll for 55+ staff members in a timely, organized manner
- Designed and launched a grassroots strategy reaching national donors through fundraising events, raising \$55,000
- Cultivated and maintained collaborative relationships with corporate donors to fund operations, securing \$450,000 to date

Deputy Director of Finance and Operations

Oct 2022 – August 2023

- Improved financial efficiency by organizing weekly timesheets and managing payroll for 45+ student organizers
- Maintained the general well-being of the internal structure of the organization by creating operational policies
- Ensured financial stability by reviewing budgets of over \$1.3 million for the nonprofit organization
- Obtained grants for GYJC and GYJC for Action by writing grant proposals and meeting with donors nationwide

Community Organizer Director

Aug 2021 - March 2022

- Protected Gwinnett Voters by leading a team of 15+ high school students to solve multifaceted legislative problems
- Taught students how to write and deliver meaningful testimonies at the State Capitol to advocate for voting rights
- Championed for 1000s of marginalized voters in Gwinnett County on record through Georgia Legislative hearings
- Defeated racially motivated attacks on fair representation of diverse board members of Gwinnett School District 4

PROJECTS

MGT 4833- Healthcare Consulting Practicum, Grady Health

Atlanta, Georgia

Junior Associate/Student

Jan 2024 – Present

- Conduct in-depth analysis and develop actionable recommendations for optimizing Grady EMS operations
- Collaborate with a multidisciplinary team to conduct research, stakeholder interviews, and data synthesis
- Apply strategic consulting methods to address operational challenges in a high impact healthcare environment
- Deliver actionable findings to Grady senior leadership, demonstrating teamwork and problem-solving skills

SKILLS/INTERESTS

Soft Skills: Customer Relationship Management, Team-Based Projects, Project Management, Problem Solving

Program Skills: SQL, Excel, Tableau, Python, Google Suite, Microsoft Office, EveryAction

Publications: Op-Ed for Public Voices for Public Schools, Interviewed by the AJC

Affiliations: Alpha Kappa Psi Professional Fraternity, Desi Dance Network, Nritya Sankalpa Dance Studio

Awards: Community Empowerment Award presented by NAACP Youth & College and Mi Familia Vota

Interests: Linguistics, Cooking, Dogs, Travel, Live Music, Indian Classical Dance, Formula 1, Health Equity, Endometriosis