

ELISE BROADDUS

SUMMARY OF QUALIFICATIONS

- Experienced in leadership skills including project planning, delegation, and timeline management
- Possesses superb organizational skills and ability to account for small details
- Communicates effectively with a team of peers and subordinates

EDUCATION

Northern Arizona University Anticipated graduation, December 2013
Flagstaff, AZ

- B.S. in Exercise Science
- GPA of 3.4

WORK EXPERIENCE

Ogden's Cleaners, Flagstaff AZ September 2012 – Present
Customer Service Representative

- Delivers excellent customer service while also completing other tasks efficiently
- Interacts professionally with diverse members of a team

McDonald's, Flagstaff AZ December 2010 – September 2012
Crew Trainer

- Trained three new employees in store processes, procedures, and customer service
- Responsible for cash management: made deposits, changed cash drawers, verified bills
- Oversaw floor, including delegating duties and managing inventory to ensure efficient operation

Girl Scouts Arizona Cactus Pine Council, Inc., Phoenix AZ May 2011 – August 2011
Horseback Riding Instructor

- Explained and enforced rules regarding the safety of campers and horses within riding program
- Instructed riding and ground-based lessons at varying levels of experience
- Facilitated leadership and instruction experience for 16 future employees

Girl Scouts Arizona Cactus Pine Council, Inc., Phoenix AZ May 2010 – August 2010
Summer Camp Counselor

- Responsible for the care and comfort of 12 campers for the duration of camp programs
- Mediated issues between campers and directed conflict resolution
- Led bi-weekly teambuilding activities that fostered individual growth in campers

McDonald's, Glendale AZ June 2009 – August 2009
Cashier

- Operated cash register; responsible for cash count at end of shift
- Exercised interest in learning new tasks and took initiative in training at these areas

VOLUNTEERING AND ACHIEVEMENTS

- Volunteered over 300 hours in the Deer Valley High School and Northern Arizona University athletic training rooms
- Also volunteered substantially at Crazy Horse Ranch, Camp Maripai Fall Horse Program, Habitat For Humanity of Central Arizona, St. Mary's Food Bank Alliance, and foundation for Burns and Trauma, Inc.
- Earned over \$40,000 in scholarship dollars from various programs, including AFSCME Family Scholarship, 100 Club of Arizona Scholarship, and Robert C. Byrd Honors Scholarship
- Maintains memberships with National Society of Collegiate Scholars, National Society of High School Scholars, and National Honor Society
- Participated in American Legion Auxiliary's Arizona Girls State