

Elizabeth A. Brady

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Objective

A position as the Degree Audit Specialist for the Student Records and Registration department of Brigham Young University—Idaho.

Editing

- Edited multiple editions of official Admissions Enrollment Specialist handbook for current and future employees
- Edited and revised multiple varieties of official office documents for consistency, clarity, and audience appeal
- Edited a literary journal produced by an advanced writing class including: article submissions, cover, table of contents, and writing a letter from the editor introducing the finished journal
- Edited a popular magazine produced by a cooperation of advanced writing classes including: collaborative research and feature articles produced by the editorial board, article submissions, table of contents, and writing a letter from the editor introducing the finished magazine
- Used MLA style to write and assess essays, journal articles, and creative works

Computer Programs

- MS Word
- MS Publisher
- MS PowerPoint
- MS Excel
- AS400
- LaserFische

Leadership

- Editor in chief for class literary journal *Translated*
- Editor in chief for class popular magazine *Kiss & Tell*
- Trained new employees in policies, procedures, and duties in Admissions Office and supervised improvement
- Assistant leader of religious women's organization
- Captain of intramural futsal team, BYU—Idaho

Education

- B.S. English, emphasis in Creative Writing, clusters in Psychology and Humanities; BYU—I; Rexburg, Idaho cum GPA 3.9; April 2011
- One of 15 students selected out of 60 applicants to participate in the winter 2011 Creative Writing Retreat

Employment

- Enrollment Specialist, BYU—Idaho Admissions, Rexburg, ID, 2008-2011
- Marketing Campaign Coordinator, Jet IP Translations, Boise, ID, 2010-2011
- Photographer, Elizabeth Brady Photography, Rexburg, ID, 2009-2011
- Imaging Specialist, Idaho Office of the Attorney General, Boise, ID, 2007-2008

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References

Employment:

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