

# Elizabeth A. Brady

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3658 N. Petty Way

Meridian, ID 83646

elizabeth\_ann\_brady@hotmail.com

208.559.4084

## ***Education***

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### **Bachelor of Science in English**

April 2011

*Brigham Young University-Idaho; Rexburg, Idaho*

- Emphasis in Creative Writing
- Clusters in Psychology and Humanities
- GPA 3.9; Magna Cum Laude; received full tuition academic scholarship; 3 years

## ***Experience***

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### **Enrollment Specialist**

Jan '08-April '11

*BYU-Idaho Admissions Office; Rexburg, ID*

- Review student application materials to determine admission status
- Train new employees on admission policies and supervised improvement
- Provide a liaison between Admissions committees and administrators for students
- Communicate with students the requirements of academic programs, acceptance status, and available academic options
- Edit and revise multiple varieties of office documents for consistency, clarity, and audience appeal

### **Marketing Campaign Coordinator**

Jul '10-present

*JET IP Translations; Boise, ID*

- Self-manage personal time and output with little supervision
- Contribute solutions to unforeseen problems to maximize efficiency
- Identify thousands of targeted prospects and organized data into pliable mail-merge format
- Compile and maintain niche mass-mailing database for use in targeted email campaigns

### **Photographer**

Jul '09-present

*Elizabeth Brady Photography; Rexburg, ID*

- Collaborate with a web designer to achieve a professional, functional, and visually appealing website
- Manage scheduling and finances of the business
- Conceptualize business plan and execute necessary actions to function efficiently
- Create portfolio of portrait photography catered to each individual client

### **Imaging Specialist**

Aug '07-Jan '08

*Idaho Office of the Attorney General; Boise, ID*

- Reorganized duties to maximize productivity in position and office as a whole
- Streamlined efficiency by aiding implementation of electronic billing procedures
- Catalogued highly classified documents and information within multiple computer programs
- Performed beyond regular duties by assisting numerous Deputy Attorney Generals with various specified projects

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## *References*

### *Employment:*

Tyler Williams  
Admissions Director  
BYU-Idaho Admissions Office  
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Mari Ann Birch  
Admissions Manager  
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### *Academic:*

Karen C. Holt, Ph. D.  
English Professor  
384 Smith  
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### *Personal:*

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