

Elizabeth “Liz” Mann
1101 Hollow Creek Drive #2110
Austin TX 78704
(512) 565-6848
Liz_Mann21@hotmail.com

Education

High School
Graduated top 20%
GPA of 93.13 pts. on 100 pt. scale 1998-2002

Baylor University
Studied towards undergraduate degree in Studio Art
Cumulative GPA of 2.1 after 3 semesters 2002-2003

Austin Community College
Accumulated credits with the intention to transfer
to St. Edward’s University
Cumulative GPA of 3.8 2003-2005

St. Edward’s University
Currently studying towards an undergraduate degree in Graphic Design
Current cumulative GPA of 3.25
Graduation date May 2008

Work Experience

Pool Manager-City Of Austin
Trained and maintained employees life-guarding skills
Oversaw patron safety and pool maintenance
Maintained pool security camera
Accountable for cashier’s register
Balanced books after each shift
Deposited daily profits into onsite safe 1999-2002

Private Swim Instructor-Self Employed
Taught neighborhood children the basics of swimming
Provided both group and individual lessons at personal pool
Maintained ledger of client accounts and appointments
Successfully ran business for 2 consecutive summers 2002-2003

Food Expediter and Cashier-EZ’s Brick Oven Restaurant
In charge of food quality control between cooks and patrons
In charge of front-of-house staff
Took front-of-house orders from patrons
Accountable for register amount at end of each shift 2004-2005

Intern at Quality Frames and Art. Frame shop and Gallery
4 month internship to learn the workings of a small business like
bookkeeping, product order and storage as well as the
fundamentals of layout and art design, preparation, and assembly 2005

| | | |
|----------------------------------|---|-----------------------|
| | <u>Waitress at Chili's Brodie Oaks Restaurant</u> Member of the wait staff at Chili's restaurant; duties Including guest service, new employee training, Daytime and nighttime shift leader | 2005-2007 |
| | <u>Beauty Consultant and Make-up Artist at Ulta Salon</u> Member of the front-of-house beauty team Provided extensive product knowledge to customers In-house make-up artist for brides, special events etc. | 2007-2008 |
| | <u>Graphic Designer at Stacy Design Studios</u> Active designer at Stacy Design Studios Created work for local clients Participated in client meetings and press checks Involved in ad layout and design | Current |
| Community Involvement | <u>Appalachia Service Project-Lee County, KY</u> Volunteered 14 days in Kentucky Performed home repair projects for low income families | 2000 |
| | <u>Neighbor to Neighbor-Austin, TX</u> Volunteered a weekend in Austin community Painted homes of local residents | 1998 |
| | <u>30-Hour Famine-Austin, TX</u> Fasted for 30 hours to raise money Money benefited World Vision Hunger Relief Fund | 1999, 2000, & 2001 |
| | <u>Steppin' Out-Waco TX</u> Volunteered a Saturday to help local children's shelter Painted and renovated shelter's bedrooms | 2003 |
| | <u>Austin Junior League's 'Coats for Kids'-Austin, TX</u> Volunteered a Sunday to help outfit local children with coats Worked as a volunteer coat fitter | 2000, 2001, & 2002 |
| Honors | <u>National Honors Society Member-High School</u> Elected as member senior year based on excellent academics | 2002 |
| | <u>Student Council Outstanding Achievement-High School</u> Honored as an outstanding member of student council | 2000 |
| | <u>Suma Cum Laude on National Latin Exam-High School</u> Awarded high honors on National Latin Exam because of Academic excellence | 1999 |
| | <u>1st Place Watercolor-High School</u> Received 1 st place on watercolor in high school show | 2001 |
| | <u>Provost Scholarship-Baylor University</u> Awarded merit scholarship by University Based on academic achievement | 2002 |

