

# Elspeth N. Vandegrift

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

**Bachelor of Business Administration, Graduation: May 2016**

**Major: Human Resource Management**

GPA: 3.85 | Business Honors Program | University Honors Program

Dean's List, Fall 2012, Spring 2013, Fall 2013

Honors Director's List, Fall 2013

*Selected Courses:*

Business Ethics	Leadership & Org. Management (Honors)
Macro/Microeconomics	Exploring Leadership (Honors)
Managerial & Financial Accounting (Honors)	Fundamentals of Human Resource Management
Management Information Systems (Honors)	Employment Law
Business Communication	HR Metrics

## ACTIVITIES & AWARDS:

Treasurer, Temple Society for Human Resource Management, December 2013-Present

Member, Society for Human Resource Management, Fall 2013-Present

1<sup>st</sup> place Team in Target Case Competition, Spring 2012

Honors Ambassador: Honors Admissions & Transition Team, Spring 2013-Present

Member, Business Honors Student Association, Fall 2012-Present

Co-Author, Fox Honors iPad Blog, Fall 2012-Fall 2013

## EXPERIENCE:

FOX SCHOOL OF BUSINESS, Philadelphia, PA

January 2014 – Present

**Office Support, Department of Development & Alumni Relations, Dean's Office**

- Provide support for four Development and Alumni relations managers by helping with day to day activities such as updating records, analyzing alumni reports, creating and managing attendance for alumni events using event management software

DEHANDSCHUTTER & ASSOCIATES, Acton, MA

May 2012 – February 2014

**Administrative Assistant**

- Managed hiring process for new administrative assistant, screened resumes and conducted interviews
- Coordinated office move to new location, handled insurance search and lease terms
- Purchased all equipment and furniture for the office
- Devised and presented a new social media marketing plan for the company

THE LOCAL TABLE, Acton, MA

Spring 2011 – Spring 2012

**Head Waitress/Hostess**

- Provided customer service for a 40 seat bistro style restaurant specializing in eclectic cuisine, used Aloha restaurant program
- Promoted from hostess to head waitress within first month
- Instrumental in streamlining operations to improve customer service and satisfaction

MARGO'S SALON, Acton, MA

Spring 2009 – Fall 2011

**Receptionist and Salon Assistant**

- Assisted 10 stylists in a salon serving over 100 customers a day with over \$5000 in daily revenue
- Created new organizational cleaning system
- Scheduled customer appointments using Milano Spa Program, handled and resolved customer concerns
- Coordinated opening/closing procedures, and maintained inventory

## SKILLS:

- Microsoft PowerPoint, Word, and Excel