

## ELIZABETH ZIMMERMAN

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■ Helena, MT ■ (406) 447-5482 ■ ezimmerman@carroll.edu

As a dedicated counselor to the current students I work with, I am looking for the opportunity to build connections with other professionals in order to provide the students of Montana with useful and meaningful information on secondary education. I desire to collaborate with others to give Montana students the chance to successfully achieve their personal goals, no matter what form of secondary education they wish to pursue.

### EXPERIENCE

Senior Admission Counselor, **Carroll College**, Helena, MT

July 2016 – Present

- Four years of assisting high school students view Carroll College as an option to further their education. Spend months to sometimes years providing students and their family information about Carroll College, the majors and extracurricular activities found on campus and in the Helena area.
- Specifically focused on students from designated territory. Required that I travel to the state during the fall and spring to engage with students and high school counselors in their own hometown.
- Current supervisor for Student Ambassador program (approx. 20 students). I oversee all hiring, scheduling of office hours, and development of the program.
- Supported senior staff with onboarding and development of new Admission Counselors by providing training and mentoring when office experienced various turnover
- Given the responsibility to implement Digital tours and Digital Q&A's on campus in response to the changes created by COVID-19. Managed technical aspects, structured and organized outreach to prospective students and their parents as well as moderated nearly every session.
- Planned various programs on Carroll's campus to bring students to Helena to gain firsthand experience of a college campus.

Bartender, **Sommeliers Wine Bar**, Helena, MT

August 2012-Present

- Developed customer service skills by acquiring an understanding of the process of wine making and art of wine tasting to create a unique experience for our patrons.
- Placed in charge of training all new employees for Sommeliers to ensure proper knowledge of restaurant rules and wine etiquette.
- Worked with wine reps, distributors and Sommeliers owner to bring new wines to menu, which hosts over 75 different wines.

Administrative Assistant, **Montana Bankers Association (MBA)**, Helena, MT

February 2012 – June 2016

- Over three years of experience compiling, designing and distributing the BANCERVE monthly newsletter, which is sent to every state bankers association in the nation and every bank and branch in Montana and Wyoming; utilized INDesign to increase efficiency and reduce production time.
- Implemented a new MBA website working with YourMembership, an online member database and website creation company; given the responsibility to create all webpages and self-taught to work in html code.
- Worked with the Association Service Director in coordinating, marketing and preparing for MBA Board meetings, conferences and seminars, including managing all logistics; created registration form, event program and event packet in InDesign which was sent to 58 banks throughout Montana.

### EDUCATION

B.A in **Business Administration**; concentrations in **Marketing** and **Management**; minor in **History**  
Graduated Suma Cum Laude, May 2011, Carroll College, Helena, Montana

### **Volunteer**

Annual Women's Retreat, **Carroll College**, Helena, MT

January 2018 – Present

- Volunteer every year to oversee a small kitchen crew of recent graduates to provide all meals and snacks for Carroll College's annual Women's Retreat which takes place at Camp Upmost every January. I also participate in panel Q&A's, small groups and interactions with the attendees of the retreat, about 70-80 young ladies. I look forward to this retreat every year.

Pink Gloves Boxing (PGB) Trainer, **Helena Box and Carroll College**, Helena, Montana.

February 2013- May 2019, Spring 2010 – Spring 2011

- After serving as Head Trainer while in college during 2010 – 2011, I worked with 4 other trainers to restart PGB in Helena. I earned my certification in 2013 and volunteered as one of the coaches to lead classes at our own location. I would also offer to lead sessions with current students at Carroll College if they wished to learn the basics of boxing.

### **REFERENCES**

Laurie Rodriguez

- Director of Admission
- Phone: 406-447-5483

Cynthia Thornquist

- Alumni Communication and Event Manager, Carroll College
- Phone: 406-447-5185