

Elizabeth Burton

SAN MATEO, CA 94402

(650) 208-85**

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(please find my email link on my website to contact about full phone number)

Skills

- Communication
- Quick learner
- Organization and time management
- English grammar, punctuation and spelling
- Peer editing essays and creative writing projects
- Essay, blog and script formats
- Research
- Google Docs, Google Slides, Microsoft Suite, Wordpress, Clip Studio Paint, Carrd

Experience

December 2022 - PRESENT

Michael's, San Mateo – *Replenishment and Store Environment Team Member*

- Keeping store well-organized and tidy
- Shelf re-stocking
- Heading classes for customers
- Working in a quick-paced environment
- Shadowing new hirees
- Communicating with coworkers and managers
- Answering phone calls
- Customer service
- Retail terms and processes
- Preparing and staging customer online orders
- Balloon inflation and balloon bouquet bundling- latex & mylar

August 2023 - PRESENT

Content Creation– *Comic Production*

- Worldbuilding
- Script writing and editing
- Story development
- Art
 - Line art, flat color, shading
 - Character design
- Panel organization

- Marketing/promotion
- Website building
- Organization of story information
- Scheduling posts

Education

2017- 2021

Notre Dame De Namur University, Belmont - *B.A English*

- Research
- Essay-format writing
- Article writing
- Peer-review
- Creative writing

Awards

- **Academic Excellence Award**- Field of English, May 2021

Volunteer Work

- Leading projects at the King's Mountain Art Fair in Redwood City--2014/2015
- Leading projects at the Makerspace Program at San Mateo Library-- 2019
- Greeter at San Mateo Library--2019