

Liz Thompson

elizthompson93@gmail.com

443-840-0515

SKILLS

- Skilled with both film and digital photography
- Proficient in Photoshop and InDesign
- Basic understanding of Illustrator
- Limited working proficiency in American Sign Language
- Attention to detail
- Multitasking
- Mathematics
- Customer service
- Patience

MEMBERSHIPS

- SABR
- AWSM
- IWBC

CERTIFICATIONS

- SABR Analytics Certification-Level One

Online Portfolio Website



<https://elizthompson93.wixsite.com/ethompson-portfolio>

EDUCATION

Bradley University, Peoria, Illinois

Bachelor of Science in Public Relations, Graduated December, 2014

- Minor in Business Administration
- Study abroad in Ireland May-June 2013
- Overall GPA: 3.76, Major GPA: 3.77 (4.0 scale)

WORK EXPERIENCE

UMBC, Baltimore, Maryland

Office Associate, Student Disability Services

- Assist in proctoring exams for students who require extended testing time
- Oversee and supervise the work of student employees
- Provide general support to students and visitors
- Carry out administrative duties such as filing, typing, copying, etc.
- Handle sensitive information in a confidential manner
- Organize office operations and procedures

Thompson Vision Care, Greenbelt, Maryland

Marketing Manager/ Optician

- Design logo with Illustrator
- Produce promotional and informational materials
- Have creative and content control over business's branding
- Maintain computer and manual filing systems
- Reply to email, telephone, or face to face inquiries

Texas Roadhouse, Hunt Valley, Maryland

Server

- Help patrons select food and beverages by presenting menu
- Transmit orders to bar and kitchen by recording patrons' choices
- Respond to additional patron requirements by inquiring of needs and observing
- Serve orders by delivering patrons' choices from bar and kitchen; deliver accompaniments and condiments from service bars
- Processing payments and handling cash and credit transactions
- Perform basic cleaning tasks as needed or directed by supervisor

Mid-Atlantic Sports Network (MASN), Baltimore, Maryland

Studio and Production Assistant, Freelance

- Operate studio cameras during live Pre-Game and Post-Game broadcasts
- Give cues and time counts to on-air talent
- Manage the studio & be a direct line of communication from studio to control room
- Ensure that all the equipment is in place and that it has been checked
- Watch and log the game footage for editors to create video packages

Baltimore Orioles, Baltimore, Maryland

Baserunner, Career Introductory Program

- Assist with the preparation and execution of Community Relations projects, programs, and community events
- Photocopy and distribute statistics, game notes and other documents requested by the media, visiting team, etc
- Assist with the execution of in-game promotions
- Assist the set-up and take down of inflatables and activities for children
- Perform additional projects as needed by the Public Relations and Community Relations staff

Baltimore Orioles, Baltimore, Maryland

Event Staff

- Monitor event activities to ensure compliance with applicable regulations and laws, satisfaction of participants, and resolution of any problems that arise
- Adhere to event safety standards
- Greet sport fans with customer service skills and provided information about the ballpark
- Supervise and ensure patrons are safe when entering and exiting the premises
- Provide guests with helpful directions and/or suggestions that will enhance their entertainment experience