

ELISHA E SMITH

CONTACT

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 elishaesmith.com

SKILLS

- Team Management
- Customer Service
- Recruiting & Sourcing
- Interviewing
- Onboarding & Training
- Public Speaking & Presentations
- Marketing Communication
- Account Management
- Event Coordination
- Office Administration
- Sales Pitches & Cold Calling
- Spanish (B2 Level)

TOOLS

- G-Suite
- Microsoft Office
- Monday Recruitment Tracker
- WordPress
- Mailchimp
- Canva
- Trello
- Hootsuite
- SharePoint
- QuickBooks

PROFESSIONAL EXPERIENCE

SOL EDUCATION ABROAD

MANAGER & LEAD RECRUITER

Austin, TX | June 2015 - April 2020

- Led multi-functional teams of up to 7 direct reports
- Managed daily tasks, projects, & internal operations
- Coordinated all sourcing, interviews, hiring, & on-boarding
- Developed & directed employee training & evaluations
- Implemented employee quarterly goals & metrics
- Planned & executed team recruiting trips across U.S.
- Maintained all company processes & employee resources
- Conducted sales presentations to target markets
- Oversaw all client communication & outreach
- Organized team building activities & events
- Developed marketing content & outreach strategies
- Maintained all company processes & employee resources
- Collaborated with international on-site directors & institutions
- Maintained office budget, inventory, & vendor orders
- Oversaw client invoicing, payment plans, & past due accounts

RECRUITER & PROGRAM COORDINATOR

Austin, TX | May 2013 - June 2015

- Recruited students via phone, email, & university visits
- Advised students on programs & led pre-departure orientations
- Gave presentations at universities across the US
- Processed student info & assisted with program coordination

AVAI VENTURES (AVAI MOBILE SOLUTIONS)

RECRUITING, MARKETING & GENERAL OFFICE COORDINATOR

Austin, TX | August 2011 - May 2013

- Managed job postings, screening, & interview coordination
- Coordinated & staffed trade shows, job fairs, & client events
- Provided executive support & meeting scheduling
- Managed social media outlets & website content editing
- Coordinated with graphic designers, contractors, & vendors
- Assisted with email marketing & PR campaigns
- Planned team building events & holiday parties
- Assisted with research, sales presentations, & cold calling
- Reviewed & edited employee timesheets & billing codes
- Provided support in procurement, inventory, & product returns

EDUCATION

TEXAS A&M UNIVERSITY

B.A. INTERNATIONAL STUDIES

College Station, TX | 2006-2011

GPA: 3.1

UNIVERSIDAD AUTÓNOMA BENITO JUÁREZ DE OAXACA

SEMESTER STUDY ABROAD

Oaxaca, México | Spring 2010

15 credit hours of coursework in Spanish

Homestay with local family