



# ELIZABETH BENNETT

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## Summary

Extensively cross-trained professional comfortable with little supervision. Able to provide advanced communication and management solutions with proper tone and poise.

## Skills

- Google Suites
- Asana
- Wordpress
- Proofreading Skills
- Expertise in compliant communication
- Deadline management
- SEO Experience
- Content Marketing

## Experience

- Operations Manager** 07/2018  
SEPHORA | Burlington, NC
- Overseeing the merchandising of products across retail outlets and reviewed sales records to ensure financial objectives were being met
  - Teaching employees how to optimize space for special events such as discount sales.
  - Maintaining visually appealing and effective displays for the entire store.
  - Offering direction and gave constructive feedback to motivate team members.
- Research and Communications Manager** 03/2016-06/2018  
eMerit | Greensboro, NC
- Developed onsite body content, meta descriptions and page titles in support of SEO strategies.
  - Evaluated advertising and promotion programs for compatibility with public relations efforts.
  - Edited and revised all marketing content to guarantee the highest quality of writing.
  - Devised optimal communications strategies to reach target audiences.
- Property Manager** 03/2005 - 03/2016  
Black Apes Realty | Chapel Hill, NC
- Compiled and conveyed all operational and financial data to the owner
  - Maintained in-depth knowledge of competition through consistent evaluation of market conditions and trends.
  - Acted as liaison between construction manager and tenant during build-out phase of tenant suite.
  - Managed all day-to-day activities involving tenants, subcontractors and property management.
- Health Information Manager** 12/2011 - 07/2012  
Enhanced Living for a Better You | Bend, OR
- Took part in meetings and committees to discuss such topics as electronic health records and communicate the best ways to improve workflows.
  - Streamlined day-to-day office processes to meet long-term goals.
  - Worked with owner and Nurse Practitioner to improve the quality of patient health documents and records.
  - Accurately documented all elements of nursing assessment, treatments, medications, discharge instructions and follow-up care.

## Education and Training

**Bachelor of Arts, Political Science** 2014  
University of North Carolina at Charlotte | Charlotte, NC, United States