

Ellen Hamilton

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EDUCATION

Clemson University

Bachelor of Arts, Spanish and International Business

Clemson, SC

August 2024

- GPA: 3.77

WORK EXPERIENCE

HR and Internal Communications Intern

August 2023-November 2023

Bitsion | Córdoba, Argentina

- Conduct a thorough analysis of the company's current internal communication to identify areas for improvement and opportunities
- Design an internal communication strategy to strengthen communication between teams and departments
- Construct a recognition system to celebrate employee achievements and contributions
- Complete two communication campaigns within the company regarding company values
- Create a system to collect feedback and suggestions from employees on internal communication

EARLY WORK EXPERIENCE

Waitress

May 2022- August 2022

Burgers and Barley | Rock Hill, SC

- Work efficiently in a high volume environment to provide exceptional customer service
- Assist with the training of two new hires

Waitress

June 2021-August 2021

Cracker Barrel | Gastonia, NC

- Manage a five table section to address customer needs with respect to company procedure

Stable Assistant

March 2021- May 2021

Caraway Racing | Lexington, KY

- Manage a rigorous schedule to ensure racehorses were at the track at their respective times, adjust horse care with respect to injury prevention, and assist with veterinary care
- Swiftly address the needs of clients and owners in a high pressure environment

LEADERSHIP AND INVOLVEMENT

Women's Weightlifting Club

October 2022-Present

Secretary and Treasurer

- Assist in the design, coordination, and execution of club events
- Create an itemized annual budget as well as complete the school funding application
- Oversee the club roster and approval of membership requests
- Facilitate contact with other clubs and businesses within the Clemson area to collaborate

Clemson Women in Business

August 2022-Present

- Weekly meetings and networking events with leading women in business

Centre Stand

September 2020-May 2022

- Regular meetings to design service projects for different philanthropies

SKILLS

Global Seal of Biliteracy Certificate in Spanish, excellent verbal and written communication skills, quick learner, creative problem solver, and adaptable