

ELENA AFENDOULIS

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PROFILE

Highly motivated and collaborative Organizational Studies major with excellent interpersonal, problem solving, and communication skills. Proven work ethic through diverse academic and business experiences combining leadership and service in fast-paced culture requiring high levels of time management, detail orientation, creativity, and adaptability.

EDUCATION

University of Michigan, Ann Arbor, MI Fall 2018 – Present
Bachelor of Arts, Organizational Studies Anticipated Graduation: May 2022
Cappo Sales Track, Ross School of Business
Minor: Spanish Language, Literature, and Culture
GPA: 3.9, University Honors

American College of Greece, Athens, Greece June 2019
Cultural Immersion and Greek Language

Gartner Webinar Series, Human Resources, Sales, and Consulting Summer 2020

PROFESSIONAL EXPERIENCE

Pure Barre Ann Arbor-Downtown, Ann Arbor, MI January 2019 - Present
Fitness Instructor

- Lead a minimum of five 50-minute classes per week consisting of up to 25 clients
- Increase client memberships and retail sales by utilizing in-person and digital sales techniques
- Assess individual progress and suggest appropriate modifications while instructing ensuring clients feel as if they are in a "one-on-one" training session
- Cultivate strong rapport with clients exhibiting excellent customer service, leadership and problem solving skills
- Attended a four day intense training and performed over 100 hours of training in studio to become certified
- Contribute to the Pure Barre ethos and community that inspires and empowers its members

The Sirens A Cappella, Ann Arbor, MI January 2019 – Present
Music Director

- Lead bi-weekly vocal rehearsals for a group of 13 college students-creating and cultivating an open and inclusive environment for all opinions and povs to be heard and respected
- Oversee the song selection and arrangement process as well as create and lead vocal warmups at rehearsals
- Utilize time management and leadership skills to ensure goal attainment within a limited time period to produce highly successful bi-annual concerts
- Encourage the use of proper vocal technique and promote vocal wellness within the group
- Work closely with Social Media and PR team to increase Instagram and Facebook following and create content

Children's Healing Center, Grand Rapids, MI Summer 2019
Volunteer HR and Administrative Intern

- Collaborated with leadership to create mission/value statement to foster organizational development and purpose
- Researched and created team-building curriculum to promote cohesion between current staff and future hires
- Created curriculum for daily camp programs, including volunteer guides and step-by-step instruction
- Entered sensitive volunteer information into new online database ensuring data integrity and confidentiality

Afendoulis Cleaners and Tuxedos, Grand Rapids, MI Fall 2016 – Summer 2020
Customer Service and Tagger

- Received customers, assessed needs, handled register duties and demonstrated outstanding client service
- Accurately processed service orders including logging and tagging of cleaning and laundry services
- Coordinated and executed tuxedo rental service: measured, recommended styles, prepared rental agreements
- Assisted in analyzing hours of operation and productivity during COVID-19 to ensure profitability and business sustainability

SKILLS AND ACTIVITIES

Computer: Microsoft Office: Word, Excel, PowerPoint
Advanced Oral/Written/Reading Spanish Skills
(according to the ACTFL proficiency scale)
Musical Theatre lover: performed in 13 shows within 10 years
Avid baker and global traveler

University of Michigan Activities:
Michigan Innovative Marketing
Hellenic Student Association
+LAB, Center for Positive Organizations