**Elizabeth A. Hoornstra**

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**EDUCATION**

**University of Michigan**, ​Ann Arbor *College of Literature, Science, and Arts* September 2017 – April 2021

* Bachelor of Arts, *Organizational Studies (3.871 GPA), Education for Empowerment*
* Completed variety of coursework, including quantitative courses (EECS, Physics, Calculus, Statistics)
* Refined intercultural fluency through international study and experiential learning courses

**PROFESSIONAL EXPERIENCE**

**LS&A Opportunity Hub** *Coaching Services Intern* July 2019 - Present

* Research, conceptualize, and organize workshops and studio services for professional development to enhance growth of 16,500 liberal arts students
* Creatively problem solve project management of educational resources and processes which assist students working to reach their self-identified educational and professional goals
* Exhibit excellent customer service skills to client groups when staffing information desk maintaining customer satisfaction and alumni, employer, and student relationships

**Mentality Magazine** ​*Events Coordinator* *& Staff Contributor* April 2019 - Present

* Coordinate fundraising endeavors to fund accounts by organizing with community donations and university offices to produce and distribute mental health advocacy publications to student body
* Coordinate and facilitate publication launch event each semester to host over 100 students through collaboration with other mental health organizations
* Draft and revise non-fiction writing as well as conceptualize layout for creative 34-page print edition

**Alternative Spring Break** *Site Leader* *& Site Development* September 2018 - Present

* Research organizations that address social injustices to determine the 22 locations our 250 students will engage in service-learning alongside, to forge and strengthen community relationships
* Frame community partnerships’ social injustice focuses to facilitate accurate and authentic learning and service environments through promotion of our organization
* Organized and facilitated weekly education and engagement meetings for 15 trip participants, resulting in active learning cycle progression in all

**Frankel Cardiovascular Center (FCVC)** *​Research Administration Assistant* September 2017 – July 2019

* Developed and maintained websites hosting science seminar advertisements, advocating FCVC institutional progress and recruitment, bolstering overall promotional strategy and success
* Compiled clinical and basic research information to present for decision making on future growth of FCVC departments, ensuring educated decisions on financial expansion
* Established platforms and utilized contact points to communicate with participants in fellowship and training grant programs, to cultivate a positive continuing medical education opportunity

**Michigan Community Scholars Program** ​*Programming Board Peer Leader* August 2017 – May 2019

* Coordinated weekend retreat for 50 members of the learning community by designing activities, time schedule, and registration, ensuring smooth participation for attendees
* Guided small group dialogues on various social justice and wellness topics requiring situational decision making, fostering a safe group dynamic for productive conversation
* Partnered in community sites including Washtenaw County Jail as contact point to produce art workshops facilitating mutual active learning of criminal justice policy within incarcerated persons and students

**ADDITIONAL INFORMATION**

* Languages: English (Native), Spanish (Basic)
* Technical: C++ (basic), Microsoft Suite (Word, PowerPoint, Excel), Python & extensions (basic)
* Interpersonal skills refined via cooperative work in both professional and social settings (personally, technically (Slack & ClickUp) and written) cultivated through leadership positions and delegation