

Eleanor (Ellie) Shiveley

Oakton, Virginia

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EDUCATION

James Madison University

Bachelor of Business Administration: Marketing
Concentration in Digital Marketing
Minor in Computer Information Systems
Cumulative GPA: **3.5/4.0**
Dean's List (All semesters)

Harrisonburg, VA

Graduation: May 2025

University of Antwerp

Study Abroad Program

- Participated in a 3-month study abroad program in Antwerp, Belgium with James Madison's College of Business, which included the subjects Operations, Management, Marketing, and Finance. Additionally, I earned a concentration in European Business.

Antwerp, Belgium

May 2023- August 2023

WORK EXPERIENCE

Leidos

Business Development, Proposal Operations Intern

- Assist in the preparation and organization of proposals by analyzing data, creating spreadsheets, and utilizing Excel to ensure accurate and timely submissions
- Collaborate with team members to support the proposal process, contributing to the development of comprehensive and competitive proposals for government contracts

Reston, VA

June 2024 – August 2024

James Madison University, College of Business

Madison Peer Advisor Student Assistant

- Guide fellow students with major/minor changes as well as academic requirements
- Assist students in navigating various academic topics
- Create digital posts to market business school events organized by the advising team

Harrisonburg, VA

January 2024 - Present

SODEL Concepts, Matts Fish Camp

Carry-out, Host, Busser

- Assisted customers at the takeout window by answering calls, taking orders, and packaging food in a timely and professional manner
- Developed essential life skills and customer service expertise
- Collaborated with diverse restaurant teams and adapted to various customer behaviors
- Operated POS terminals to enter orders, swipe credit cards, and handle cash

Bethany Beach, DE

May 2022 - August 2022

Clickthrough Technologies

Social Media Coordinator/Fan Mail Coordinator

- Assisted Stephen Sharer (12+ million followers) and Grace Sharer (3+ million followers) coordinate weekly content strategies and social media posts through regular communication with the company manager
- Actively contributed as a videographer in three weekly video productions, acquiring proficiency in camera equipment operation
- Efficiently managed fan mail, handling approximately 500 letters per week, responding to emails, maintaining a comprehensive database, and conducting data analysis

Oakton, VA

June 2020 - August 2021

ACTIVITIES AND HONORS

American Marketing Association

Member

- Engaged in AMA, a student-led nonprofit fostering future marketing professionals through knowledge, skills, and connections

Harrisonburg, VA

August 2023 – Present

Scratchpad

Member

- Engaged in a student-run advertising agency, actively contributing to strategic marketing campaigns and creative projects

Harrisonburg, VA

August 2023 – Present

Women in Business

Member

- Support and encourage women pursuing careers in business

Harrisonburg, VA

December 2021 - Present

Alpha Phi

VP of Health, Wellness, and Accountability

- Foster relationships with like-minded women, promoting shared values and goals
- Dedicate to fundraising for women's heart health initiatives

Harrisonburg, VA

November 2021 – December 2024

Twins For Toys

Founder

- Collaborate with United Airlines Fantasy Flight program to raise funds and collect toys for terminally ill children
- Design a successful social media campaign for the toy collection at Dulles Airport

Oakton, VA

December 2019 - December 2020

OTHER

Skills: Artificial intelligence, Power BI, Python, Thonny, RStudio, Microsoft Office, Communication Skills, Google analytics