

## PERSONAL INFORMATION

Elizabeth Dake

✉ Elizabeth.M.Dake-1@ou.edu

## EDUCATION AND TRAINING

### Current

University of Oklahoma, Norman, Oklahoma  
Degree in Social Work – Anticipated graduation May 2021

### Jan 2018–Dec 2018

Oklahoma City Community College, Oklahoma City  
-Courses in Spanish, ethics and sociology

### Aug 2004–May 2007

Rose State College, Midwest City  
Non-degree seeking

### Aug 2002–Dec 2002

Middle Tennessee State University, Murfreesboro, Tennessee  
Major was Music Business Management  
-English Comp  
-Psychology

### Aug 2000–Dec 2000

St. Gregory's University, Shawnee  
Concurrent enrollment in high school

## RECENT WORK EXPERIENCE

### Feb 2008–29 Dec 2017

**Maintenance Coordinator**  
Summit Family of Companies, Edmond  
-Contracts and billing  
-Resolving customer invoicing issues  
-Custom billing spreadsheets

### May 2006–31 Oct 2007

**Swing manager**  
McDonald's, Norman  
-supervise employees  
-count and balance cash drawers, make deposits

## PERSONAL SKILLS

### Communication skills

-Excellent communication skills from 10 years in customer-facing administration

### Job-related skills

-Independent worker, in role at Summit I was a one-person department

Digital skills

SELF-ASSESSMENT			
Information processing	Communication	Content creation	Problem solving
Proficient user	Proficient user	Independent user	Proficient user

Excellent command of Microsoft Office tools to include Word, Excel, Publisher, Access and PowerPoint

Intermediate user of photo editing software such as Inkscape, primarily used to work with laser printers