

ELLA LANDRY

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SUMMARY

Creative and detail-oriented Communications graduate with strong organizational, interpersonal, and project coordination skills. Known for creativity, professionalism, and the ability to manage multiple priorities in fast-paced environments while contributing positively to team success.

EDUCATION

University of Colorado Boulder – College of Media, Communication, and Information Bachelor of Arts: Communications | **Minor:** Media Studies

Honors: Summa Cum Laude

Cumulative GPA: 3.9

WORK EXPERIENCE

Caregiver

July 2024 – Present

Boulder, CO, Denver, CO

- Ensure dedicated care and supervision for children ages 2.5-13 across 3 families, maintaining consistent daily routines including homework assistance, meal preparation, and recreational activities
- Foster individual relationships with each child through personalized attention and age-appropriate activities
- Serve as the primary point of contact for family communications, seamlessly coordinating schedules, school updates, and social arrangements such as playdates with clarity and organization
- Create a structured, nurturing environment while adhering to family guidelines and values

Elite Member Liaison

May 2023 – August 2023

Colorado Golf Club, Parker, CO

- Provided exceptional customer service by promptly answering phones and addressing inquiries from members, ensuring their needs were met efficiently and courteously
- Managed reservation booking, optimizing scheduling to accommodate member preferences and maximizing facility usage
- Developed customized limited menus and crafted buffet labels tailored to the specific preferences and dietary requirements of members for private events, enhancing their dining experience
- Assumed the role of hostess at the member's grill, ensuring a welcoming atmosphere and attending to members' needs to guarantee a pleasant dining experience

Guest Services Representative

August 2021-August 2022

CU Recreation Center, Boulder, CO

- Led front desk in providing exceptional customer service, including relaying information to colleagues and members, processing transactions, and handling member complaints, contributing to the establishment's reputation for hospitality and service quality

SKILLS

Technical Skills: Instagram, Facebook, TikTok, Twitter, Photography, VSCO, Lightroom Mobile, Digital Content Creation, Google Drive, Dropbox, Zoom, Slack, GroupMe, Canva Pro, Google Workspace (Docs, Sheets, Slides, Gmail), Microsoft Office Suite (Excel, PowerPoint, Word, Outlook), Wix

Additional Skills: Team Collaboration, Time Management, Project Coordination, Customer Service, Organization, Communication

Languages: English (Native)