

Elizabeth Copeland

(918)774-5584 

elizabethcopeland97@gmail.com 

Los Angeles, CA 

Professional Summary

I am a well organized administrative person who loves to see a job done with excellence. Brining new ideas and creativity are just a few things that I am passionate about while also completing the tasks already given to me. I find my strengths in assisting and production settings. I love to commit to a job and give it my best.

Professional Experience

Executive Assistant Intern, Los Angeles, CA

ZOE Church: January 2020- Present 2020

Internship based program where I assist and also learn from the Executive Assistant of ZOE church in things such as; Sending important emails, running errands, creating contacts lists and purchasing products needed for the church and pastors.

Operations Intern, Los Angeles, CA

ZOE Church: August-December 2019

I interned with our Operations Director. We conducted layouts of services, brainstormed new ideas to make Sunday Services flow better and developed a quick response to any problems that would arise. This also included setting up and tearing down for any event that was put on by ZOE. I also handled curating playlists that best suited the atmosphere of the event.

General Manager intern, Los Angeles, CA

ZOE Church: May-August 2019

I interned alongside our General Manager. I assisted in writing/sending important emails for the church, running errands, preparing lists for guest attending our summer conference and inviting Pastors to speak. I also made phone calls and communicated with the rest of our staff regularly on her behalf to document requests and/or concerns.

ZLC Administrator/Financial Administrator Intern, Los Angeles, CA

ZOE Church: August 2018-May 2019

I Interned with our Financial Administrator. I prepared emails and assisted in finding new ideas for our Zoe Leadership College (ZLC) planning retreats or outings. I responded to emails of applicants wanting to attend ZLC; answering any questions they might have had. I created gift boxes for incoming ZLC students and assisted in preparing the Green Rooms for guests and pastors on Sundays and during conferences.

Skills

Time Management

Creativity

Conflict Resolution

Strategic Marketing

Administrative

Relationship Building

Personal Assisting

Problem Solving Skills

Customer Service

Education

Vian Public Schools

Vian , Oklahoma

2011-2015

Christ For The Nations

Institute

Dallas, Texas

2015-2018

Southeastern University

Public Relations/

Communication /Mass Media

Los Angeles ,CA

(extension Site Program)

2018-Present

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Professional Experience

Alfred Coffee Brentwood location, Los Angeles, CA

Barista Position: July 2019-Present

I am currently a barista at Alfred Coffee. My role includes creating the best service for customers and taking great effort to make each drink a success. Tasks include preparing and making excellent coffee, bus runs to make sure our cafe is clean and presentable for guests. Beyond the basic tasks, it is instilled in us to bring excellent customer service and to always put our guests first. I frequently work on the front line and run the cash register which means always having the right attitude with every guest and insuring their needs are met. It requires a bubbly, kind, and respectful personality.

Sweet Green: Century City, Los Angeles, CA

Line/Server Position: October 2018-June 2019

My role included having great customer service while preparing customers food and taking their payment at the cash register while providing excellent customer service standards.

Nanny, Dallas, TX

July 2017-May 2018


I was a nanny for two twin girls for a little over a year. My role with them included coming up with great and creative ideas for two girls four to five hours a day; five days a week. I also participated in activities with them that included: taking them to the park, playing games, putting them down for naps, and preparing their snacks or dinner. Extra duties included cleaning the house, doing their laundry and occasionally house/dog sitting when they were on vacation.


Journey Early Learning Center, Sallisaw, Oklahoma


Care Giver May 2015- August 2015

Summer position including watching over school aged kids, playing games, providing learning experiences for them during out of school time.

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Technical Skills

Administrative

Microsoft Excel

Guest Relations

References

Tessa Faddis
Executive Assistant

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Kaite Fink
Manager

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