

ELY M. POST

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Objective

Purposeful and organized professional aspiring to combine my educational background with progressive experience to excel in business. Completed fifty-six credit hours to date, with intense coursework on finance, cost accounting, and managerial accounting. Looking to utilize and grow my current skill set in politics, finance, business, and real estate through an internship.

Core Competencies

Customer Service	Ability to listen, empathize, communicate, and prepare resolution strategies to implement those strategies. Excellent written, in-person, and phone communication skills. Focused ability to parse out the actual problem, provide a meaningful solution, and enjoy collaborating with people.
Strategic Planning	Understand what is expected of me and how to improve my processes in the future. Pinpoint areas where I can improve and develop plans to address those areas.

Professional Experience

Western Michigan University Student Alumni Ambassador <i>Kalamazoo, MI</i> <i>September 2023 to Present</i>	➤ Function as a point of contact between the university and alumni, sharing updates, events, and news. ➤ Help maintain an accurate alumni database, ensuring information is correct. ➤ Assist with alumni fundraising efforts, such as annual giving campaigns or capital campaigns.
The Lo Company, LLC Associate <i>Kalamazoo, MI</i> <i>May 2019 to Present</i>	➤ Tasked with property management. ➤ Documenting and reporting on foreclosed homes. ➤ Bring up and follow through with ideas to improve property value.
Michigan State University Football Team Student Manager <i>East Lansing, MI</i> <i>March 2022 to November 2022</i>	➤ Worked with the head student manager and head football coach to help plan scenarios and run the play clock during practice. ➤ Assisted position coaches with any needs. Set up and cleaned up after practice. ➤ Assisted with equipment maintenance and packing equipment for road games.

Education & Development

- **Western Michigan University, Kalamazoo, MI** (August 2023 – May 2025)
 - Bachelor of Business Administration in Finance
- **Kalamazoo Valley Community College, Kalamazoo, MI** (January 2023 – August 2023)
 - Cost and managerial accounting courses – Academic Honors
- **Michigan State University, East Lansing, MI** (August 2021 – December 2022)
 - Accounting and math courses – Dean's List
- **Portage Northern High School, Portage, MI** (Sep 2017 – May 2021)

Awards & School Involvement

- **Beta Alpha Psi** – Analytics and Finance Committee.
- **Financial Services Association** – Work toward achieving the club's mission and supporting its projects and initiatives.
- **KRESA Outstanding Senior Award and Four Years High Academic Honors** – Portage Northern High School.

Community Involvement

- **Volunteer at the Gospel Mission** – Assist with various activities and unload various supplies.
- **Volunteer for children with special needs** – Top Soccer (adapted soccer games) and Out of the Box (engagement club).
- **Volunteer at People's Church** – Help organize and distribute food to those in need.

References available upon request.