

LIZZIE BRAUNSTEIN

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WORK EXPERIENCE

Center for Civics, Culture and Society, Oxford, Ohio

February 2026– Present

Student Assistant

- Answering and directing phone calls
- Assisting individuals visiting the Center office
- Office tasks that include, but not limited to filing, scanning, shredding running errands, posting flyers
- Assisting with the maintenance of social media accounts and developing marketing campaigns for Center events
- Assisting with student outreach

Pressed by Liz

August 2025– Present

Nail Designer

- Self run small business creating custom press-on nails based on what customers send inspiration for.

Cakes and Pastries by George, Cincinnati, Ohio

April 2021 – August 2024

Bakery Assistant

- Supported a high-volume Greek bakery by preparing signature items such as baklava and creatively decorating cupcakes to enhance product appeal.
- Delivered excellent customer service by efficiently handling cash transactions and resolving customer concerns, fostering a welcoming atmosphere.
- Improved operational efficiency by maintaining a clean and organized workspace, contributing to smooth daily operations.

SKILLS

- **Interpersonal Skills:** Communication, leadership, teamwork, and mentorship
- **Design Software:** Adobe Photoshop, Adobe Illustrator, InDesign, Canva
- **Technical Skills:** Microsoft PowerPoint, Word, Google Suite (Docs, Sheets, Forms, etc.)

EDUCATION

Miami University, Oxford, Ohio

May 2028

Bachelor of Fine Arts in Communication Design

GPA: 3.48/4.0

Minor: Emerging Technology in Business and Design

Relevant Coursework: Design Systems, Image, Design Research, Typography

St. Ursula Academy, Cincinnati, Ohio

May 2024

High School Diploma

GPA: 3.7/4.0