

Erica Arensberg

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EDUCATION

The University of Kansas

Bachelor of Science in Business Administration, Minor in History
Cumulative GPA: 3.61

Lawrence, KS

May 2020

Lorenzo de' Medici

Study Abroad

Florence, Italy

January 2019-May 2019

WORK EXPERIENCE

The Wagon Wheel

Bartender/Waitress

Lawrence, KS

June 2019-Present

- Monitor cash register and prepare documentation for cash accountability
- Work effectively and efficiently under fast paced periods including game days, lunch hour, and social events
- Maintain continuous customer engagement and relationship management to ensure returned business

Stevens & Brand, LLP

Research Intern/Office Aide

Lawrence, KS

May 2017-August 2018

- Analyzed and performed case law research for associates, junior and senior partners
- Used classified information to help attorneys with various law matters including criminal, probate, estate planning, and family law
- Organized, opened, and closed files through PCLaw application in a timely manner
- Obtained referrals from co-workers and superiors for high standards of performance

LEADERSHIP

Chi Omega Sorority, University of Kansas

Executive House Manager

Lawrence, KS

November 2017-December 2018

- Developed and implemented weekly plans involving innovative ways to resolve issues
- Collaborated daily with House Director and Corporation Board to navigate various situations with house members
- Used communication and leadership skills to effectively address concerns and conflicts of 200+ house members
- Managed a budget of \$1,500 and allocated funds based on house and member needs

Chi Omega Sorority

Recruitment CORE Team-Event Planner

Lawrence, KS

August 2018, August 2019

- Led a team of 15 women to organize, plan, and execute daily events to ensure successful activities and overall sorority recruitment
- Managed a budget of \$3,000 to negotiate with local vendors and businesses to maximize parameters of each event
- Partnered with marketing teams to manage each event's media feeds, including Instagram and Facebook
- Managed and kept order of over 200+ house members who attended each event

COMMUNITY SERVICE & HONORS

Camp Barnabas Missionary

Summer 2018

- Counseled and cared for children with various special needs one-on-one and in a group setting
- Planned and organized activities, while ensuring safety and enjoyment of campers

KU Dean's List

Fall 2016-Present