

# Lily Ann Greer

lilyanngreer7@gmail.com | (267) 566-2010



## SUMMARY

Recent graduate seeking to kickstart a career in human resources. Detail-oriented, adaptable, and a skilled writer with the ability to manage diverse projects and priorities.

## EDUCATION

**Villanova University** | May 2024

Bachelor of Arts in Psychology

Minors in English and Spanish Language & Literature

Cumulative GPA: 3.84 | Magna Cum Laude | Dean's List

## PROFESSIONAL EMPLOYMENT

**AlphaSights** | *Client Service Summer Associate*

June 2023 – August 2023

- Managed 29 due diligence and corporate strategy projects for capital markets investment clients
- Recruited and qualified C-level executives across diverse industries and geographies for telephone consultations and advisory services
- Interpreted client briefs to source and engage high-quality advisors whose expertise aligned with client needs and whose background adhered to compliance protocols
- Independently generated ~\$25,200 in revenue
- Collaborated with three employees to propose a new marketing plan aimed at introducing product bundle offerings to customers to increase sales and revenue

## LEADERSHIP & ACTIVITIES

**Delta Gamma Zeta Alpha**

*Vice President: Programming*

November 2022 – December 2023

- Managed a \$19,100 budget to facilitate educational programs for an organization of 230 women
- Communicated with venue management to coordinate chapter and alumnae events including Founders' Day, Mothers' Brunch, Homecoming, and a sisterhood retreat
- Oversaw development of the chapter's 2023 calendar of events
- Collaborated with a 9-person executive board to manage all chapter activities and lead all chapter members

*Director of Public Relations*

November 2021 – December 2022

- Composed monthly newsletter to update 230 members on chapter events and news
- Organized and updated chapter website to represent the accomplishments of the organization
- Collaborated with a 6-person communications team to organize and lead public relations for the chapter

**Psi Chi** | *Honor Society Member*

Inducted April 2024

- Maintain a cumulative GPA in the top 35% of the College of Liberal Arts and Sciences' senior class at Villanova University to maintain membership in the international honor society in psychology

**Blue Key** | *University Ambassador & Society Member*

Inducted October 2020

## OTHER EMPLOYMENT

**Freelance** | *Childcare Provider*

December 2022 – Present

**Owowcow Creamery** | *Front of House Staff*

May 2019 – August 2022

**Stella of New Hope** | *Hostess*

May 2021 – August 2021

## ADDITIONAL SKILLS

- Full Professional Spanish
- Microsoft Office and Google Office suites