

# Caitlin Ann Griffin

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## EDUCATION

### University of Illinois at Urbana-Champaign

Bachelor of Science: Finance

Expected: 05/2010

GPA: 3.72/4.00

Lieby S. Hall Scholarship Recipient, Dean's List

Rho Epsilon Student Real Estate Association, The Harold E. Eisenberg Foundation

### Wirtschaftsuniversität Wien (Vienna University of Economics and Business Administration)

Austria-Illinois Exchange Program

01/2009 – 07/2009

## WORK EXPERIENCE

### Beverly Country Club – Chicago, IL

*Caddie and Golf Shop Assistant*

04/2001 – Present

- Designed a VBA for Excel program to record and publish the progress of over 100 caddies
- Received the Most Valuable Caddie Award and Joseph E. Nolan Beverly Caddie Scholarship
- Provide high quality service to members, guests, and club professionals

### Beckman Institute for Advanced Science and Technology Café – Urbana, IL

*Student Employee*

09/2008 – 12/2009

- Maintain the efficiency, cleanliness, and quality of a fast-paced work environment

## LEADERSHIP EXPERIENCE

### American Cancer Society Colleges Against Cancer Leadership Team

*Vice President*

04/2009 – Present

- Coordinate monthly events, plan weekly meetings, and manage a team of 32 undergraduate chairpersons
- Led a breast cancer awareness week focused on education and advocacy while raising \$6,500 in shirt sales
- Redesigned the web communication initiative to increase efficiency and extend our mission

*Advocacy Chair*

04/2007 – 04/2009

- Partnered with university centers to offer tobacco cessation and wellness services to the campus community
- Volunteered for the Cancer Action Network, Discovery Ball, and Relay For Life Leadership Summit

### Illinois Leadership Center

*Leadership Certificate Graduate*

04/2007 – 12/2009

- Developed interpersonal, organizational, and transitional skills through workshops and reflection exercises
- Worked with a leadership coach to complete a detailed personal development plan and electronic portfolio

### Office of the Provost

*Tuition Policy Advisory Committee Member*

09/2007 – 09/2009

- Analyzed the budgeting challenges of the university and prioritized various undergraduate issues

### Habitat for Humanity Executive Board

*Fundraising Chair*

04/2007 – 04/2008

- Initialized an outreach network and developed a letter campaign that raised \$6,000 in alumni donations

## INTERESTS

Journalism, technology, golf, live music, and child development