

ELIZABETH NAPTON CRAFT

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- Education**
- CORNELL UNIVERSITY, Johnson Graduate School of Management** Ithaca, NY
Master of Business Administration, May 2006 – *Concentration in Human Capital Management*
Leadership: *Cornell Business Journal* – Business Manager and Sports Editor; *Strategic HR, Leadership, and Organizational Effectiveness Group (SHRLOE)* – VP of JGSM Marketing and Webmaster; *Out for Business* – Webmaster; *Camp Start-Up* – Logistics Coordinator; *Berea College* – Counselor
Courses Taken at Cornell University’s School of Industrial and Labor Relations Include : Human Resources Management; Training and Development; Organizational Behavior
- WILLIAMS COLLEGE** Williamstown, MA
BA, Art History , June 1998
- Experience**
- Summer 2005 **AMERICAN EXPRESS COMPANY** New York, NY
Summer Intern, Global Human Resources Service Delivery
- Created “snapshot” report for business partners showing volumes and costs of their HR vendor relationships.
 - Analyzed gaps between user needs and functional owner desires for HR on AmexWeb (AXP’s intranet).
 - Investigated current talent development pipeline for middle managers through benchmarking and other research, providing recommendations in presentation to 70+ HR executives including the EVP of HR.
 - Received offer of full-time post-MBA position in Human Resources.
- 2003-2004 **SAINT ANN’S SCHOOL** Brooklyn, NY
Development/Alumni Relations/Public Relations Associate
- Organized fundraising and alumni efforts for private school with a \$22 million budget
 - Coordinated all press releases and articles in periodicals featuring Saint Ann’s School, including *Wall Street Journal* article ranking Saint Ann’s School the #1 private school in the US for entrance into top colleges/universities; compiled, edited, and designed additional fundraising and public relations publications.
- 2001-2004 **CRAFTYWEB.COM** Brooklyn, NY and Austin, TX
Freelance Web Designer and Math/Computer Instructor
- Trained members of Brown Brothers Harriman’s HR Department on Dreamweaver MX & HTML, designed instructional documents, and received positive feedback from participants and manager.
 - Trained older adults and professionals on computer software through one-on-one tutoring and creation of instructional documentation.
 - Taught elementary school mathematics, computers, and music, including design of lesson plans.
 - Other freelance projects included compiling and analyzing employee satisfaction survey data, resulting in recommendations which were sent directly to the end client.
- 2000-2001 **BLUE BARN INTERACTIVE** New York, NY
Live Events Coordinator/Membership Coordinator
- Coordinated and produced online live chat events, while acting as main event contact for clients including Philip Morris, Showtime Networks, Ford Motor Co., BP, and Martha Stewart Living Omnimedia.
 - Recruited, trained, and scheduled teams of independent contractors for work in online live events.
 - Created educational documents along with pre- and post-event quantitative reports for presentation to clients.
 - Received seven “Good Egg” awards from supervisors and co-workers for exemplary teamwork.
- 1998-2000 **CHELSEA PIERS MANAGEMENT** New York, NY
Public Relations Associate and Community Affairs Manager; Webmaster
- Educated local Community Board on Chelsea Piers’ community initiatives.
 - Coordinated with vendors and sponsors on large-scale public events involving over 30,000 attendees.
- Personal**
- Affiliations include: SHRM, ASTD, Professional Women’s Alliance of New York City
 - Hobbies include: Squash (in 1994 nationally ranked #11 in 18-and-under division); golf; tennis; ice hockey; volleyball; singing (in 1990 chorus part in off-off-Broadway musical); knitting; travel; learning languages