

Elizabeth Runion

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Education

August 2020 - Present

University of South Carolina, Columbia - *Intended major of Hospitality Management*

Experience

August 2019 - August 2021

Child Care, Greenville - *Nanny*

- Responsible for picking children up from school on time
- Driving children to and from sports activities
- Maintaining a clean and safe living space
- Observing the well-being of multiple children

June 2021 - December 2021

ERA Wilder Realty, Columbia - *Assistance*

- Inserting pages of data into listing cover sheets
- Preparing an attractive brochure for home buyer prospects
- Administering escrow checks to correct locations
- Running documents through the scanner into the correct system
- Updating and reviewing client contacts into the company system

June 2021 - Present

Child Care, Columbia - *Nanny*

- Accountable for departure from school
- Maintaining a safe and healthy environment
- Caring for numerous animals
- Transporting to and from various destinations

Certifications

ServSafe: Food Protection Manager Certification

ServSafe National Restaurant Association - 2022/04