

ELIZABETH CRONIN

COMMUNICATIONS & ADMINISTRATIVE PROFESSIONAL

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Communications & Administrative Professional with a focus on delivering impactful results, eager to tackle dynamic challenges and apply creativity to drive success. With over seven years of experience working at the University of Minnesota, I have demonstrated proficiency in complex project management, proactive problem-solving, and seamless collaboration across teams.

AREAS OF EXPERTISE

Project Management
Budget Management

Operations Management
Writing & Editing

Event Management
Cooperative Collaboration

KEY ACHIEVEMENTS

- **Communications Footprint.** Developed and executed a communications strategy for the University of Minnesota's Department of Sociology - the first of its kind for the department. Created a consistent stream of high-quality content, building trust and recognition with stakeholders, resulting in increased audience engagement.
- **CMS Conversion.** Led the successful implementation of a new CMS platform (Drupal) for the University of Minnesota's Department of Sociology [website](#), streamlining access and revitalizing brand awareness.
- **Event Engagement.** Created immersive and inclusive experiences for both in-person and virtual attendees, extending the reach and impact of events (e.g., fall and spring workshop series, annual research conference) for the University of Minnesota's Department of Sociology.

PROFESSIONAL EXPERIENCE

Communications Coordinator

Dec 2016 - Present

Department of Sociology, University of Minnesota

- Execute events programming spanning internal and external audiences from concept through completion, including faculty meetings, faculty retreats, search candidate visits, committee meetings, fall and spring workshop series, annual research conference, annual alumni event, and special seminars. Coordinate agendas and travel, schedule meetings, provide status updates to participants, track and manage budgets, process expense reports and reimbursements, and oversee budget and program performance analysis and reporting.
- Manage the department's faculty promotion, tenure, and salary (PT&S) process, including faculty tenure and promotion cases, annual chair review, faculty annual and periodical reviews, and faculty salary/merit reporting. Oversee annual PT&S calendar (goals and deliverables), agendas, and meeting schedules. Prioritize discretion, ensure compliance, and meet scheduled deadlines.
- Develop and execute comprehensive communication plans to enhance visibility for the department. Partner with college and university stakeholders on best practices and process improvement strategies, helping nurture collaborations across units and with external partners, ensuring alignment with university goals and diversity, equity, and inclusion (DEI) objectives.

Communications Coordinator (CONT.)**Dec 2016 - Present****Department of Sociology, University of Minnesota**

- Oversee faculty search committees and hiring practices. Track and manage applications, schedule committee meetings and candidate interviews, coordinate agendas and travel, and write and submit candidate 'pool' reports for college human resources processing (i.e., evaluation criteria, recruitment efforts, screening protocols, and candidate summaries).
- Write, design, and edit content for diverse audiences, including articles, fact sheets, policy documents, memos, meeting minutes, annual reports, and correspondence; the department's website, intranet, and social media channels; as well as other print and digital materials, such as flyers, posters, newsletters, video productions, and brochures. Ensure timely and organized management of projects with competing deadlines.
- Supervise student employees and unit staff members contributing to programming efforts.
- Served as Department Facility Representative (DFR). Assigned office space and building access for students, faculty, and staff. Acted as main contact for facilities-related emergencies.

Executive Office and Administrative Specialist**Dec 2015 - Dec 2016****Department of Asian Languages & Literatures, University of Minnesota**

- Managed operations. Served as office lead in coordinating day-to-day oversight of general office operations. Ordered office supplies, stocked the kitchen area, and serviced the copier and printers. Provided students, faculty, staff, and visitors with a seamless experience, ensuring all requests for service were met expediently and professionally.
- Primary purchaser and financial reconciler for the department. Processed financial documents, including employee expense reimbursements, purchase orders, contracts for professional services, travel reimbursements, and honorarium payments.
- Collaborated with leadership in managing programs, including establishing deadlines, preparing agendas and materials, and writing and editing reports.
- Managed events programming. Designed marketing materials, managed websites, RSVPs, and catering; and negotiated with vendors.
- Served as Graduate Program Coordinator. Oversaw student degree progress, recorded milestones, coordinated orientation, and advised students on program requirements.

Sr. Project Coordinator**Nov 2013 - Dec 2015****Department of Physical Therapy & Human Movement Sciences, Northwestern University**

- Managed fiscal operations, including overseeing budgets, ordering and reconciling purchases, and processing reimbursements for affiliated faculty, trainees, and scholars.
- Monitored and evaluated student and trainee satisfaction and goal setting. Implemented online surveys and in-person focus groups and provided detailed results of data analysis to supervising faculty.
- Managed high-profile events and programming for trainees, students, faculty, and constituents, including internal and external academic conferences, meetings, receptions, and lab tours as well as various research-related events such as MRS Training Day, the department's annual research conference.
- Created and managed content for program websites and social media outlets. Maintained program presence, wrote and posted relevant articles and news, distributed announcements, maintained and updated rosters, and posted meeting schedules and materials.
- Coordinated the grant process from acceptance to termination for students and PostDocs, including managing government appointments, providing orientation on HR policies and procedures, and providing instruction on program requirements and milestones.

Department of Romance Languages & Literatures, University of Chicago

- Oversaw day-to-day general office operations. Ordered office supplies, stocked the kitchen area, serviced the copier and printers, and managed budget analysis and reporting.
- Created content for the department website and wrote and designed technical documents and marketing materials for special event programming (e.g., manuals, email announcements and invitations, brochures, flyers, and posters).
- Managed special events and programming (e.g., receptions, academic conferences, workshops, symposia). Reserved facilities, negotiated with vendors, coordinated A/V requirements and technical support, and organized catering and managed RSVPs.
- Managed annual student progress audit including preparation, dissemination, and collection.
- Managed recruiting and application processes. Advised prospective students on application procedures and coordinated on-campus interviewing, coordinating itineraries and managing hotel and flight accommodations.

EDUCATION

Master of Arts (M.A.), New Arts Journalism

May 2012

School of the Art Institute of Chicago

Bachelor of Arts (B.A.), Art History

Aug 2008

University of Minnesota-Twin Cities

TECHNICAL SKILLS

- **University of Minnesota**
 - *Enterprise Financial System* (Travel & Expense Reimbursements, Requisitions, Purchase Orders, Check Requests, Purchasing Supplies: U Market)
 - *Recruiting Solutions* (Applicant Tracking, Recruiting Applicant Actions, Initial Review and Route/Reject of Applications, Recruiting Analytics)
 - *Zoom* (Meeting & Webinar Scheduling, Video Recordings & Transcripts, Polls & Quizzes)
 - *Reporting* (Finance: Budget/Actual Management, Budget Reporting & Forecasting)
 - *Drupal* (Content Management System/CMS - Department of Sociology Website)
- **Microsoft 365/Microsoft Office Suite:** Word, Excel, PowerPoint, Outlook
- **Google Workspace:** Gmail, Docs, Sheets, Slides, Sites, Forms, Analytics
- **Adobe Creative Cloud:** Photoshop, InDesign, Illustrator, Premiere, After Effects

CERTIFICATIONS

- University of Minnesota Administrative Leaders Program (2019)
- Technical Writing, College of Continuing & Professional Studies (2024)

AWARDS

- Department of Sociology Outstanding Service Award (2018 & 2022)
- The College of Liberal Arts' "Cheers for Peers," Recognizing outstanding staff achievement (2021)
- The College of Liberal Arts' "Cheers for Us," Recognizing outstanding staff leadership (2020)

PROFESSIONAL MEMBERSHIPS

- University of Minnesota Communicators Forum (2019-Present)