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Work Experience

2/08 – 2/09            Z Resource Group, Westborough, MA

**Project Manager, IT Support**

- Manage company-made interview assessment program, involving client contact and direction
- Manage technology operations, updates and troubleshooting for all offices
- Prepare assessment evaluations and reports for CEO
- Collaborate with CEO on all database and program development issues. Maintain regular communication with developers on program issues and tests
- Manage/maintain company website
- Execute field, client and candidate research for Managing Directors
- Create PPT presentations, customize proposals, build project graphics for presentations
- Profile XT tasks: Invites, customizing reports, checking status of assessments, purchasing points, monthly reports
- Schedule/set up phone and video conferencing
- Set up and execute GotoMeetings to conduct IT support and facilitate presentations
- Back up all company laptops on a weekly basis, in-person and remotely
- Provide phone system support for home and business offices, as well as BlackBerry support

6/02-10/07            Wellesley College, Wellesley, MA

**Assistant to the Class Deans and IT Support**

- Assist four Academic Deans with administrative support everyday, seasonal and yearly activities.
- Create website for department and create additional sites for corresponding programs, update content as needed
- Act as first line of assistance for IT issues
- Coordinate orientation, testing, social, and matriculation activities for transfer and exchange student orientation each semester
- Monitor college exchange program applicants' status from and to Wellesley College and notifying appropriate departments of any change in student status
- Compile and prepare student case documents for monthly Deans' meeting with Academic Review Board and notify professors of outcome on a per student basis
- Act as advisor to 1,800 students and parents with regard to academic concerns including graduation requirements, social environment issues and faculty mediation
- Maintain weekly online calendars for student appointments and update confidential student information
- Manage budget, execute travel and event reimbursement

12/99-6/02            Skinner Inc., Boston, MA

**Inventory Manager**

- Collaborate with CFO of New England's largest antique auction house to review storage fees, manage collection of accounts receivables and determine disposition for unclaimed inventory
- Work with appraisers for new estimates of unsold lots for future sales
- Manage storage systems according to sale and date and to accommodate unsold lots and create efficient process for retrieving lots for pick-up
- Oversee incoming/outgoing transfer of lots between two galleries including safely packing and unpacking priceless pieces
- Install and remove of auction previews and displays for as many as 50 events per year

4/99-6/02            Society for the Preservation of New England Antiquities (Multiple sites/positions)

**Site Manager Assistant**

- Represent the history of the house and the life and times of the Codman family through objects and interior design of the rooms
- Assist site manager in event setup/breakdown, as well as seasonal close down/re-opening of property and winter projects to prepare for next visitor season
- Oversee on site events to assure proper operation and access of buildings/equipment
- Arrange for any special guest needs

- Organize groups and communicate rules of the property while being approachable for questions and comments

**Curatorial volunteer**

- Work with Assistant Curator of Collections cleaning, moving, packing/unpacking and taking inventory of antique items
- Assist freelance appraisers
- Apply accession numbers and preparing items for proper storage/display

Software: Mac OS, Microsoft Word, Excel, Outlook, and Power Point. Dreamweaver, Basic HTML, Photoshop, Fireworks, Filemaker Pro, Worldcast, Banner, Oracle, WordPress and Fox Pro

Online courses through Element K/Wellesley College: General Web Design, Photoshop, Dreamweaver, HTML, Excel, Word, Outlook, Power Point

Certificate: Boston Consortium's Administrative Assistant Program

Education: Framingham State College, Bachelor of Fine Arts, 1998; Major – Art History, Minor - English