

Isabel Murphy

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EDUCATION

University of Missouri

Bachelor of Arts in Public Administration and Policy
Minor in Political Science

College of Arts and Sciences Dean's List – Spring 2024

Columbia, Missouri

Graduation: May 2026

Cumulative GPA: 3.29

WORK EXPERIENCE

Las Margaritas Mexican Restaurant

Host

Columbia, Missouri

September 2024 – Present

- Greeted and brought guests to tables, answered phone calls, and worked together with other staff to create a welcoming dining environment
- Worked with other hosts to receive to-go orders, package them once completed, and bring them to customers or delivery drivers
- Collaborated with other hosts to clean restrooms at the end of each shift, restocked items as needed, and assisted with other closing tasks

Missouri Scholars Academy (MSA)

Office Staff

Columbia, Missouri

June 2023 and June 2024

- Assisted with pre-academy set up including decorating, unpacking storage unit, delivering supplies to faculty classrooms, and helping organize the front desk
- Worked several front desk shifts daily, answering phone calls, maintaining desk log, answering scholar questions, assisting with daily printing, and helping Lead Office Staff and Coordinators of Residential Life (CRLs) when needed

Lead Office Staff

June 2025

- Created and printed daily schedules for all staff and scholars with the help of Office Staff members
- Coordinated daily mail pick up and assigned Office Staff members to complete it each day
- Met daily with Co-Directors and CRLs to provide important front desk updates, ensuring daily tasks and special events were running smoothly

University of Missouri Campus Dining Services

Customer Service Attendant

Columbia, Missouri

November 2022 – April 2023

- Completed various tasks as directed by supervisors and full-time staff, including assisting with food preparation, helping customers, restocking items, cleaning, and running the register

Student Supervisor

April 2023 – December 2023

- Managed two closing shifts per week and kept track of a closing checklist, assigning tasks to other student workers and ensuring dining hall was properly cleaned and secured for the night

INVOLVEMENT

Service Co-Chair, Little Sisters of the Gold Rose (LSGR)

January 2024 – December 2024

- Coordinated with staff from different community organizations via email to set up volunteering shifts for LSGR members each semester
- Worked with fellow co-chair to track member service hours and progress each semester using Google Forms and Sheets

Member, University of Missouri Choirs

August 2022 – Present

- Attended weekly rehearsals each semester to prepare for 1-2 concerts at the end of every semester

VOLUNTEER EXPERIENCE

Little Sisters of the Gold Rose (LSGR)

Member and Volunteer

Columbia, Missouri

March 2023 – Present

- Served with various community organizations and nonprofits, including: The Food Bank for Central and Northeast Missouri, Paquin Towers, Central Missouri Humane Society, Caring for Columbia, and MizzouThon.

Caring for Columbia

Group Site Leader

April 13, 2024

- Participated in one-day service event and managed group of members from Little Sisters of the Gold Rose

REFERENCES

Kyler Cox

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