

Ella Craghill

Tallahassee, Florida | (407) 383-0916 | craghille@gmail.com | LinkedIn: www.linkedin.com/in/ellacraghill

EDUCATION

Florida State University, Tallahassee, FL

Expected: May 2026

Bachelor of Science in Business Management and Finance

GPA: 3.72/4.0; Dean's List: 2022-2025

Relevant Coursework: Data Analytics, Financial Modeling, Advanced Corporate Finance, Financial Markets, Venture Capital and Private Equity, Statistics

RELEVANT EXPERIENCE

Hilton Boston Park Plaza, *Finance Intern*, Boston, MA

June 2025 – August 2025

- Prepared and issued invoices for group events with over 250 attendees and conducted financial analysis of billing metrics to streamline the process and reduce turnaround time.
- Audited daily event orders and checks to ensure accurate billing and compliance with accounting procedures, and performed variance analysis to minimize invoice discrepancies.
- Supported Accounts Receivable operations by processing advance deposits, auditing airline group accounts, and assisting with tax exemption documentation.
- Assisted with budgeting, vendor management, payroll procedures, financial forecasting, and internal audit processes in a fast-paced hotel environment.

Pi Beta Phi, *Director of Member Finances*, Tallahassee, FL

October 2024 – November 2025

- Recorded and managed over 100 monthly financial transactions, including purchase cards, payment plans, and check preparation in reference to the Fraternity's policies.
- Invoiced members according to a \$1 million budget and managed special assessment invoicing.
- Monitored member accounts regarding Automatic Financial Probation/Automatic Financial Dismissal and notified members of account status.

ADDITIONAL EXPERIENCE

FLHSMV, *OPS Clerk*, Tallahassee, FL

November 2025 - Present

- Input 35+ motor vehicle records daily into the government database, improving processing speed and ensuring accuracy for high-priority state documentation.
- Streamline the legal notification process by accurately processing and mailing 20+ weekly law enforcement liens to ensure compliance with state-mandated timelines.
- Manage high-volume phone inquiries regarding complex vehicle records, ensuring accurate and timely resolution for all callers.

The Finance Society, *Member*, Tallahassee, FL

October 2024 - Present

- Attend networking events and club meetings to expand industry knowledge and professional connections.
- Participate in career development workshops and actively engage with guest speakers to gain insights into finance career paths.

SpotHopper, *Business Development Representative*, Remote

June 2024 - April 2025

- Promoted the services of the company's marketing platform to a minimum of 50 prospective customers a day.
- Achieved a target of 3 meetings a day between the client and the company representative.
- Researched prospective North American and Canadian clients in the restaurant industry to determine their marketing priorities and goals.

SKILLS AND CERTIFICATIONS

- **Microsoft Office Specialist:** Excel 2019 Associate
- **Data Analytics & Financial Modeling:** Excel PivotTables, What-If Analysis, DCF Modeling, VLOOKUP, Agilysys