

# ELLEN G. SEITZLER

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## EDUCATION

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**University of Florida Warrington College of Business**  
*Bachelor of Science in Business Administration – Finance*

**Gainesville, FL**  
**May 2025**

- GPA: 3.6/4.0

*Relevant Coursework:* Business Finance, Financial Accounting and Reporting 1 & 2, Financial Modeling, Business Statistics, Equity & Capital Markets, Operational Management & Supply Chain, Microeconomics, Macroeconomics

## EXPERIENCE

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**Lower Colorado River Authority**

**Austin, TX**

*Treasury Department Finance Intern, 40 Hours per week*

**May 2024 - August 2024**

- Developed a presentation for senior management aimed at attracting new bond investors; prominently featured on the investor relations website and will be presented at a convention with 50+ potential investors.
- Managed cash flow, fund distribution, and debt compliance for two of the three annual bond issuances by LCRA; actively participated in all meetings and calls related to bond issuance processes.
- Collaborated with an investment analyst on a \$9,735,000 LCRA bond purchase, gaining experience in investment management and decision-making using selected brokers and Bloomberg.
- Partnered with the treasury team to close the books for FY ending June 2024, ensuring accurate financial reporting.

**Lake Austin Spa Resort**

**Austin, TX**

*Boutique Retail Associate, 25 Hours per week*

**Summers, 2017 - 2023**

- Generated thousands of dollars in revenue by assisting estheticians with the sale of skincare products to spa guests.
- Analyzed daily sales data and prepared reports for presentation to senior management, driving informed decision-making.
- Processed 5+ weekly orders, ensuring accurate organization and timely shipping, boosting customer satisfaction.

**Benedict McCabe, LLC**

**Austin, TX**

*Summer Tax Intern, 24 Hours per week*

**May 2023 - July 2023**

- Completed a data entry and organization project for 18 entities, analyzed financial records for tax implications, and categorized transactions to ensure compliance.
- Led the firm's transition to a paperless system by digitizing hundreds of billing and personal files, improving efficiency.
- Assisted in meetings with potential and existing clients, and the IRS to support key business and compliance discussions.

**SouthStar Bank**

**Austin, TX**

*Summer Intern, 24 Hours per week*

**May 2022 - August 2022**

- Provided teller support at the front desk, including processing of consumer and business transactions, managing significant cash flows daily and assisting in opening 5-10 new personal banking accounts.
- Conducted bank verification procedures, managed cash and credit products, and maintained precise financial records to ensure compliance and accuracy in reporting.

## LEADERSHIP AND PROFESSIONAL DEVELOPMENT

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**Chi Omega - Eta Delta**

**Gainesville, FL**

*Women's Weekend Chair*

**April 2024 - Present**

- Organized a \$3,900 budget to plan a weekend event for 300+ attendees, overseeing all vendor coordination.

*Treasurer - Executive Board Member*

**November 2022 - December 2023**

- Assigned and collected dues from 280+ members, controlling over \$280,000 in chapter income.
- Oversaw the chapter checking account, ensuring accurate and timely processing of over 150 vendor payments and member reimbursements, maintaining financial integrity and operational efficiency.
- Constructed and presented an annual chapter budget, allocating funds to 27 chapter leadership positions.

*Career and Personal Development Assistant*

**November 2021 - November 2022**

- Supported the planning of developmental workshops, including resume writing, cover letter, and interview skills sessions.

## ADDITIONAL INFORMATION

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- **Technical Skills:** Bloomberg, Python, JMP, Excel
- **Certifications:** Bloomberg Market Concepts, Understanding Capital Markets, Bloomberg Finance Fundamentals, Corporate Finance Fundamentals, Excel Fundamentals- Formulas for Finance, Accounting Fundamentals
- **Memberships:** The Retail Society, GEMS- Girls Empowered by Math and Science