

# Grace Elsner

314-717-7247 | elsnergrace@gmail.com

## EXPERIENCE

### Protiviti

Atlanta, GA

#### Risk & Advisory Consultant

July 2024 – Present

- Serve as the primary client contact for a publicly traded company, managing three unique audit timelines and project milestones, daily stakeholder communications, invoicing, and executive reporting utilized by the Audit Committee on the Board of Directors
- Ensure alignment with more than 20 process owners on over 86 unique requests, reviewing documentation to confirm completeness and accuracy of materials as well as coordinating meetings or written discussions when needed
- Execute testing across 15+ processes including revenue and financial close, identifying control gaps and ensuring reporting accuracy to management, the Board of Directors, and external auditors in alignment with the Sarbanes-Oxley Act
- Drive automation and process improvement by leveraging DataSnipper & AuditBoard to yield the most efficient and detailed work for over 100 controls, and AI & Visio to build over 15 detailed process maps across six unique business units to support IPO readiness, identify best-practice procedures, and streamline multi-faceted operations
- Invest in employee engagement and talent initiatives by leading new hire onboarding for 13 employees, authoring the monthly office newsletter, coordinating four practice-specific events, supporting three women-in-business recruiting events, participating in the advising program for three first-year consultants, and assisting with the internship program of 38 interns

#### Risk & Advisory Intern

Jun. 2023 – Sept. 2023

- Collaborated with employees, decision-makers, and external auditors to execute quality reports for clients
- Assessed successful risk mitigation by managing over 60 controls on multiple projects to create measurable analytics and reports

### Franchise Insider

Saint Louis, MO

#### Lead Support Specialist

Jan. 2024 – June 2024

- Monitored franchisee pipeline expansion of 100+ leads and clients weekly, ensuring precise tracking and strategic follow-up
- Engaged proactively with clientele, leveraging LinkedIn, email, and phone communications to drive business outcomes

### Creighton University Admissions

Omaha, NE

#### Bluejay Guide

Nov. 2020 – Dec. 2023

- Advised and directed students & families on admissions, finance, and culture topics throughout the college application process

### Marsh McLennan Agency

Saint Louis, MO

#### Agency Administrator

Aug. 2022 – Dec. 2022

- Assisted in key insurance renewals for small businesses & non-profits within the Employee, Health, & Benefits team

#### Rotational Intern

May 2022 – Aug. 2022

- Contributed to data entry, analysis, and report development while rotating through the following departments: Employee Health, & Benefits, Business Insurance, Private Client Services, and Retirement

### Hurrdat Media

Omaha, NE

#### Podcast and Content Intern

Aug. 2021 – Dec. 2021

- Communicated directly with podcast talent on five projects to curate episode-specific content on social platforms
- Assisted in SEO and SEM advertisements for podcasts to target reach towards distinctive demographics

## EDUCATION

### Creighton University

Omaha, NE

#### Bachelor of Business Administration in Finance and Marketing

Dec. 2023

- **GPA:** 3.83 / 4.00
- **Honors:** Magna Cum Laude, Dean's Fellows Program, Dean's Honor Roll, Dean's Honor Roll for Social Responsibility

## LEADERSHIP & PROFESSIONAL DEVELOPMENT

### Pi Beta Phi

Omaha, NE

#### Alumna; Risk Management Advisor: University of North Carolina

Jan. 2021 – Present

- Mentor executive leadership through policy compliance, health and safety protocol, and risk mitigation strategies

### Alpha Kappa Psi

Omaha, NE

#### Alumna; Chapter Advisor, Functional Team Lead: Chapter Recruitment & Strategy

Sept. 2020 – Present

- Advise 25 underperforming chapters nationwide on recruitment and retention strategy; creating tailored growth plans, resources, and distinct metrics to drive post-COVID membership growth
- Guided the Saint Louis University chapter to eliminate \$4,000 in debt within 12 months and execute a recruitment plan that increased membership by more than 680%, from 7 to 55 members

## SKILLS & INTERESTS

**Skills:** AuditBoard, DataSnipper, Office Suite, Visio, Canva, Process Improvement, Internal Controls Testing, Risk Assessment

**Interests:** Event Planning, Leadership, "The Office", St. Louis Sports, Creighton Basketball, Travel, Cooking, Reading, Podcasts