

# GRACE CODY

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## EDUCATION:

University of Rhode Island, Kingston, Rhode Island

Graduating May 2021

Bachelor of Arts: Communications Studies and Public Relations

Honors: Honors Program, Dean's List for Fall 2017, Spring 2018, Fall 2018, Spring 2019

GPA: 3.6

## RELATED COURSEWORK:

*Intro to Event Management:* Planned a Harrington School event using graphic design platforms and learned how to effectively plan events for public relations purposes.

*Writing in Electronic Environments:* Created my own blog that I updated throughout the semester, as well as created a website for a specific purpose.

*Social Cultural Aspects of Media:* Learned the benefits of social media and how to utilize them effectively

## EXPERIENCE:

**Center for Nonviolence and Peace Studies**, URI, Kingston, RI

September 2018 – May 2019

*8th Grade Essay Contest Coordinator*

- Organized annual contest logistics, including mailings, coordination and scoring
- Managed outreach to middle school educators, students and parents across Rhode Island
- Planned and executed culminating ceremony for contest winners

**Playa Bowls** – Long Branch, NJ

May 2018 – Present

*Shift Leader*

- Thrive in a seasonal, fast paced atmosphere as a team leader
- Cultivate positive customer service experiences
- Manage all social media posts for the store's Instagram account
- Responsible for opening and closing the store, including staffing, clean-up, set-up and drawer reconciliation

**Woolston Consulting LLC** – Shrewsbury, NJ  
2018

January 2016 - June

*Administrative Assistant*

- Managed administrative projects, including scanning, filing, organization and phone coverage
- Utilized various Microsoft computer programs related to accounting

## SKILLS:

- Strong written and verbal communication skills
- Leadership and team management
- Advanced knowledge of Microsoft Office & Mac Operating Systems
- Aptitude for creative and effective problem solving
- Advanced knowledge of Mac Operating Systems, including iMovie
- Familiar with graphic design websites such as Canva
- Extremely comfortable using various social media platforms, including Instagram, Facebook, LinkedIn, Twitter