

GRACE CODY

Shrewsbury, NJ • 732-939-0192 • grace_cody@my.uri.edu

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

January 2016 - June

2018

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