**GRACE ALLBRIGHT**

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**Education**

**The Ohio State University- Fisher College of Business** **Columbus, Ohio**

*Bachelor of Science in Business Administration Exp. Grad: May 2022*

Specialization: Marketing

**Ursuline Academy Cincinnati, Ohio**

Salutatorian, GPA 4.45 *Grad: May 2018*

**Work Experience**

**Barista – Starbucks, Cincinnati, OH April 2017 – August 2018**

* Provide exemplary customer service to mass number (300+ per hour) during eight-hour shifts and maintain quick service times in one of the busiest Starbucks in the area, volunteer to stay longer after shifts to help team
* Participate in ongoing corporate, product, and social awareness training, uphold a professional and cordial atmosphere, converse with regional and national management, serve as an exemplary face to media
* Collaborate with management and coworkers to effectively serve as a team, problem-solve during times of uncertainty and high-stress scenarios, continuously memorize new recipes within a short time period, practice drink-making skills to enhance product quality and customer satisfaction, assist managers in evaluating stock inventory

**Team Lead - Kings Island Food and Beverage Department, Cincinnati, OH April 2016 – August 2016**

* Demonstrate superior work ethic in food service industry and customer service, learn and execute intensive safety protocol within a hazardous work atmosphere, open and close a usually fifteen-staffed restaurant by myself, speak with upper-level management regarding service-requests and place orders for new products
* Promoted to Team Lead within six weeks of employment to train, direct and motivate new staff and co-workers, attend classes to learn detailed procedures for money-handling and security within a large corporation, achieved highest score on record for Team Lead code of conduct and procedures test

**Self-Employed, Youth Tutoring August 2014 – May 2018**

* Develop a referral-based clientele of students in Junior High and High School, long-term tutor for six students, short-term tutor for eleven students
* Design tutoring programs for standardized test preparation (HSPT, ACT, AP) as well as various school subjects (geometry, algebra, biology, chemistry, Spanish, English grammar and writing)

**Leadership, Involvement, and Activities**

**OSU – Media, Marketing, and Communication (MMC) Scholar August 2018 – Present**

* Scholars program focused on technological skill development in digital media, equipment, and software applications
* Participated Early-Start in six-person team projects that foster understanding and application of marketing principles, communications strategies, and digital media skills
* **Freshman Leadership Officer** – 1/8 students out of 85 scholars, chosen to create, coordinate and lead social MMC events and community service activities, attend bi-weekly brainstorming and planning meetings, budget and allocate spending, communicate with university resources to reserve event spaces
* **Graphic Design Intern**- collaborate on professional design projects after becoming professionally trained in Adobe programs

**Ursuline Academy – Writing Center Leader and Tutor September 2016 – May 2018**

* Selected by head of English for leadership skills and writing proficiency
* Lead and train a team of 45 peer tutors while providing tutoring to students seeking assistance with writing

**Ursuline Academy – Community Service Project Leader September 2014 – May 2018**

* Complete over 150 hours of community service while holding leadership positions for school-sponsored service events, coordinate fundraising activities and other initiatives to raise awareness, increase involvement, and successfully reach project objectives, main organizations included St. Vincent de Paul and American Cancer Society

**Ursuline Academy Field Hockey July 2014 – November 2018**

* Varsity – Sophomore, Junior, Senior Year – three time league champions, two time Ohio state semi-finalists
* Three-time recipient of Academic All Ohio Award

**Honors**

* The Ohio State University’s Maximus Scholarship award
* AP Scholar with Distinction – awarded by College Board
* Ursuline Academy Top 3 Highest GPA – awarded at graduation
* Ursuline Academy Award of Distinction – 4 year renewable merit scholarship
* Ursuline Academy Hogan Science Scholarship & Jefferson Award of Student Service
* National Honors Society – First Honors all 4 years

**Skills**

Microsoft Office Suite programs – Python – Adobe Illustrator – Final Cut Pro – Adobe Photoshop