

Grace Coulter

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EDUCATION:

University of North Florida, Coggin College of Business/ Hicks Honors College
Bachelor of Business Administration
Major: Business Management
Minor: Leadership
GPA: 3.87

Jacksonville, FL
Expected Graduation, Fall 2021

LEADERSHIP AND COMMUNITY:

Student Academic Success Services

Supplemental Instruction Leader

- Lead students through an interactive review session pertaining to the previous class material in order to gain a deeper understanding and increase grade average.
- Engaged and motivated students to learn through participation and collaboration.

Jacksonville, FL
August 2020 – Present

Reformed University Fellowship

Worship Leader

- Practiced and lead RUF members in worship through keys and vocals.
- Activity participated in RUF events and encouraged new membership.

Jacksonville, FL
August 2018 - Present

EXPERIENCE:

Drawchange

Program Director Assistant Intern

- Managed Google Drive applications, studied marketing data, and performed administrative duties for all areas of the company to ensure the smooth running of operations and proper task management.
- Acted as the first point of contact for volunteer schedules and requirements which resulted in a 95% accuracy for Art Camp scheduling.

Orlando, FL
April 2020 – August 2020

Universal Studios Orlando

Merchandise Associate

- Exemplified a positive and helpful attitude through quality customer service, which resulted in being recognized in the top 5 up sellers for July of 2018.
- Multitasked by operating the cash register, managing inventory, and cleaning and organizing the store location to ensure a pleasant and customer-friendly environment for all guests.

Orlando, FL
June 2018 – Jan 2020

Universal Studios Orlando

Balloon Handler & Parade Escort

- Worked in a team of 52 to ensure the safety and enjoyment of the guests throughout the event.
- Performed essential customer service duties for guests before and after the event.

Orlando, FL
Dec 2017 – April 2018

HONORS & CERTIFICATIONS:

- Coggin Career Readiness Certification for Business Professionalism
- President's Honor Roll Recognizing 4.0 GPA for Term, University of North Florida
- Dean's List, University of North Florida
- SAILS Scholarship Recipient for Study Abroad, chosen among top 60% of students
- Presidents List, Valencia State College

Summer 2020
Spring 2020
Spring 2019 – Present
Spring 2020
Spring & Fall 2017