

GRACE SHULTIS

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EDUCATION

AUG 2017 TO PRESENT Iowa State University *Ames, IA*
B.S. in Technical Communication

JUNE 2017 TO AUG 2017 Iowa State University *Ames, IA*
Academic Program for Excellence
Multicultural summer scholarship program, 4.0 GPA

EXPERIENCE

OCT 2017 TO PRESENT Department of Residence *Ames, IA*
MAIL RUNNER

- Pick up and deliver mail to university apartments and residence halls

AUG 2017 TO PRESENT Union Drive Community Center *Ames, IA*
Mailroom

DESK ASSISTANT

- Sort and log packages
- Retrieve packages for residents
- Slot mail

MAY 2015 TO JUNE 2017 Wildcat Golf Course & Banquet *Shellsburg, IA*
Facilities

DISHWASHER

- Worked as a dishwasher, cashier, server, and bartender
- Performed janitorial duties
- Assisted with setup and teardown for various banquet events

SKILLS

- CPR certified
- Critical thinker
- Independent worker
- Culturally sensitive
- Effective communicator
- Cooperative team member

ACTIVITIES

OCT 2017 TO NOV 2017 Ames Historical Society *Ames, IA*
VOLUNTEER

- Created finding aids for the archives using Excel