**Grace Cheviot**

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79 Elbert Court • Ramsey, New Jersey 07446 • 201-661-0750

**Objective**

To utilize communication, technical, and social skills for the Public Relations department of a telecommunications company

**Education**

**University of North Carolina At Charlotte** Charlotte, NC

*Bachelor's Degree in Liberal Arts and Sciences* August 2013-May 2017

Major: Communication Studies

Minor: Sociology

*Overall GPA: 3.50/4.00*

Chancellor’s List Fall Semester 2014

* *GPA: 4.00/4.00*

**Skills**

Social Networking

* Knowledgeable of Twitter, Facebook, and Instagram
* Created and organized social media accounts for events and organizations

Interpersonal Communications

* Resolved conflicts that arose as a cashier
* Unintimidated to strike up a conversation with customers in need of assistance

Language

* Excelled in beginner level Spanish for over two years; Oral and written English proficiency

**Campus Involvement**

Sigma Kappa Sorority 2014- Present

* Gaining a support system through required library hours, and being held to a higher academic standard
* Developing time management skills by attending weekly meetings and keeping to a set schedule
* Promoting the organization through the Public Relations Committee

National PanHellenic Association 2014- Present

* Meet and collaborate with fellow sorority sisters and alumni through personal development programs on confidence, academics, and career excellence

**Work Experience**

**Panera Bread** Ramsey, NJ

*Associate* 2010- Present

* Communicated with over 100 customers a day to ensure order accuracy
* Punctual throughout the years of employment

**Community Involvement**

Sigma Kappa Sorority 2014- Present

* Worked with sorority and other organizations to raise money for philanthropy; Alzheimer’s Association of America
* Volunteered and dedicated time to Kreitzer’s Critter Corral Puppy Rescue to care for abandoned animals

Interact Community Service Club Ramsey, NJ

*Volunteer Member* 2011-2013

* Organized hundreds of food drive donations during week-long community event
* Responsible for recruiting and coordinating of volunteers for each philanthropic event

**Interests**

Traveling

* Interested in experiencing new surroundings and studying abroad

Networking

* Enjoys meeting new people and being social

**References**

Dominic Quitoni

General Manager

Panera Bread

(201) 236-6300