

GRACE SPERTI

BUSINESS ADMINISTRATION

As a senior, business major at Bayside College, much of my dedicated focus has been spent learning the concepts of ethical leadership, accounting processes and procedures, developing project and team management skills, all while showing the love of the Lord to those around me.

ABOUT ME

I'm an organized, collaborative leader who leads with a servant's heart. I thrive in team-focused environments, bring strong time management and event-planning skills, and take pride in delivering thoughtful, well-executed work.

SKILLS

- Organization
- Servant Leadership
- Conflict Resolution
- Time Management
- Microsoft Office Suite
- Event Planning
- Team Building

CONTACT INFORMATION



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EDUCATION

Southeastern University, Bayside College – B.S. in Business (2022-Present)

Winston-Salem Christian School – High School Diploma, Honors Graduate

EXPERIENCE WORK

Palm Beach Tan – Tanning Consultant (2024-2025)

- Assisted customers, answered phones, and built strong client relationships
- Handled cleaning duties, laundry, restocking, and general store upkeep
- Supported sales processes and maintained smooth front-desk operations

Stages Daycare – Administrative Assistant (2024-2025)

- Managed accounts payable/receivable and organized receipts using Excel
- Assisted with filing, printing, and general administrative tasks
- Supported staff with communication, scheduling, and organizational tasks

Bayside College - Events Intern (2024-Present)