

Gracie Lapointe

Communication & Mass Media

Contact Information

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Gracie Lapointe is a senior at Southeastern University pursuing a degree in Communication & Mass Media with a minor in Digital Media & Design. She is an aspiring communication professional passionate about crafting impactful written and digital content. Gracie seeks to leverage her skills in writing, editing, and visual media to engage audiences and support mission-driven organizations.

Education

Southeastern University

Bachelors in

Communication & Mass Media

Minor in

Digital Media & Design

GPA

3.87

Graduation Date:

May 2026

Deans List 2022, 2023, 2024, 2025

-Over 1,000 hours of volunteer work

-Leadership College

Strengths

- Professional writing
- Visual Design
- Multitasking
- Deadline oriented
- Organizational leadership
- Marketing
- Proficient in Google Excel & Spreadsheets
- Copentent in Adobe InDesign, Illustrator, and Photoshop

○ 2025-Present

Business Leader, Valerie Ellery

Intern/Independent Contractor

- Log and maintain meeting notes
- Organize both physical and digital work files, documents, spreadsheets, etc
- Manage and update financial receipts and budgets
- Plan events
- Co-create lesson plans, education curriculum, and graphic designs

○ 2025

Bayside Café

Intern

- Plan and coordinate meetings
- Manage relations with customers and staff
- Personally learn and memorize customer-specific orders
- Plan and place inventory, budgets, and stock orders
- Handle business relations with caterers, companies, and business professionals

○ 2023-2025

Bayside Creative Department

Intern

- Write and format weekend announcements and devotionals for distribution to church attendees
- Edit and proofread high-level communications for conferences and leadership meetings attended by 100+ pastors and leaders
- Curate and plan weekly newsletter content aligned with church activities and messaging goals

○ 2022-Present

Wawa

Customer Service Associate

- Deliver high-quality, friendly service to a diverse customer base in a fast-paced retail environment
- Efficiently manage multiple customer inquiries while maintaining professionalism and composure
- Trusted with team leadership responsibilities, executing key operational tasks, and supporting team coordination
- Prepare a wide variety of food and beverages while ensuring cleanliness, organization, and product quality

*References upon request