



# Grace Sperti

Administrative Business Student



As a third year 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.



(336) 473-5276



gracesperti@gmail.com

## SKILLS

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

## REFERENCES

### Pastor

David Docusen - David@neighborlyness.org

## EDUCATION

### High School Graduate

2018-2022

Winston Salem Christian School  
Graduated with Honors

### Undergraduate

2022-Present

University of North Carolina Greensboro  
Southeastern University, Bayside College

## EXPERIENCE/VOLUNTEER EXPERIENCE

### Red Cross Certification

- \* CPR Certified

### YMCA Job Fair

Representative for my high school

- \* Hosted the booth, greeted people, handed out information, as well answered questions for prospective students and their parents.

### Admin Assistant

WSCS 2018-2022

- \* Helped with general office administrative tasks including: filing, printing, and running errands for administrative personnel.
- \* Assisted office staff with fundraising tasks, writing letters, emails, taking phone calls, and organization.
- \* Responsible for helping with social media content management including the creation of graphics in Canva, and submission of posts to Twitter, Facebook, and Instagram.



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## WORK EXPERIENCE

### Rockin' Jump

Trampoline Park

2020-2021

- \* Monitored jump areas for safety and compliance with rules.
- \* Responsible for cleaning, organizing, and maintenance of the trampoline areas.
- \* Responsible for helping at the front desk, answering phone calls, and restocking food/drinks.

### Palm Beach Tan

Tanning Consultant

2024-Present

- \* Organizing Inventory
- \* Doing Laundry
- \* Answering Phone Calls
- \* Customer Relations
- \* Cleaning the store (mopping, cleaning restrooms, taking out trash, etc.)
- \* Sales
- \* Accounts payable/receivable

### Administrative Assistant

Stages Daycare

2024--2025

- \* Helping with general administrative tasks such as filing, printing, writing emails, etc.
- \* Creating graphics for flyers as well as making lunch/snack menus through Canva.
- \* Working with Excel, filing receipts, and working with accounting concepts.