

Grace Shipley

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I'm currently an undergraduate student at the University of Iowa earning my B.A in Geography with an emphasis in Geographic Information Sciences. I have a passion for conveying information clearly through visuals and ensuring that everything is comprehensible. My work experience has trained me to have strong interpersonal skills and honed my self-motivation so that I can complete any task that's given to me swiftly and with precision

Work Experience

February 2021—May 2022

Technical Director

Davenport West High School, Davenport, IA

- Liaised between cast, crew, and production crew to assemble theatrical productions.
- Organized light cue lists with 120+ individual different instructions for productions.
- Scheduled and arranged production meetings between other theater faculty.
- Communicated with and trained high school students on light board and sound board operations.

September 2021—August 2022

Morning Stocker

Menards, Davenport, IA

- Became familiar with over 18 departments, 200+ aisles and their contents.
- Strived to help every guest in their visit by helping to locate items or aiding them in the next steps of their projects.
- Worked independently to stock hundreds of products every shift.

August 2017—August 2020

Cashier/Crew Member

Little Caesars, Davenport, IA

- Frequently answered incoming phone calls in a courteous manner.
- Accurately processed monetary customer transactions.
- Dealt with customer complaints through respectful means.

October 2020—December 2020

Dining Hall Associate

Catlett Dining Hall, Iowa City, IA

- Served food to students in a quick and courteous way
- Ensured that food was continuously stocked on the bar.
- Assisted chefs in the process of cooking by precisely following instructions.