




 ATHENS, GA

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GRACENOWICKI23@GMAIL.COM

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GRACENOWICKI

GRACEHUGGINS.WEEBLY.COM

SKILLS

GOOGLE SUITE

ADOBE CREATIVE

REDTAIL CRM

SOCIAL MEDIA
MANAGEMENT

ABOUT ME

PROBLEM SOLVER

COMMUNICATER

ENNEGRAM 4

EXTROVERT

COFFEE OBSESSED

grace nowicki

EDUCATION

GEORGIA COLLEGE & STATE UNIVERSITY

GRADUATION | MAY 2016

BACHELOR OF ARTS IN MASS COMMUNICATION
RHETORIC MINOR

EXPERIENCE

MARKETING COORDINATOR

STEARNS RETIREMENT GROUP | JUNE 2018- PRESENT

- Managed work and personal calendar for supervisor
- Created customer experience and client service for over 500 clients
- Planned, recruited, and executed for over 30 events

MANAGER

DOVER GRACE ALTERNATIVE BOUTIQUE |
OCT. 2016- JUNE 2018

- Manage team of sales associates
- Manage all of store's inventory
- Manage owner's calendar & alterations appointments

WRITING & SOCIAL MEDIA INTERN

ATLANTA FOOD WALKS | MAY 2016-AUG. 2016

- Manage and implementing Twitter strategy
- Writes short-form articles for Facebook
- Redesign company Mailchimp newsletter

WRITER

ODYSSEY | SEPT. 2015- MAY 2016

- Provided a variety of writing categories which allows for a wide range of writing styles
- Articles published weekly
- Received up to 9,000 shares
- <http://theodysseyonline.com/author/gracehuggins>

PRACTICUM STUDENT

ENGAGE PROGRAM | JAN. 2016- MAY 2016

- Manage and update weekly blog
- Conduct interviews with ENGAGE Program Fellows and write a weekly article

COMMUNITY SERVICE

SMALL GROUP LEADER

ATHENS CHURCH | JAN. 2017- PRESENT

VOLUNTEER AT LOCAL HIGH SCHOOL

YOUTH ENRICHMENT SERVICES PROGRAM |
AUG. 2015- MAY 2016

CAMP COUNSELOR

SERVANTS IN FAITH AND TECHNOLOGY |
SUMMER 2014 + 2015