

Grace Burke

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Ocean City, NJ 08226

EDUCATION

New Jersey Institute of Technology (NJIT), Newark, NJ

Albert Dorman Honors College

Web and Information Systems, Intended Graduation: 5/2024

GPA: N/A

AWARDS

NJIT Honors Scholarship

NJIT Athletic Scholarship

WORK EXPERIENCE

9/2020 - current NJIT Murray Center for Women in Technology, Newark, NJ

- Organized resources for Women on Campus
- Devise On-campus events
- Consulted female students

6/2017 - 8/ 2020 Rental Property, Ocean City, NJ

- Sanitized property
- Inspected the facility
- Documented potential insurance claims

LEADERSHIP

8/2018-2019 Volunteer Track and Field Camp Counselor, Ocean City, NJ

- Supervised 75+ campers
- Coached running technique
- Maintained safety of campers

VOLUNTEER SERVICE

- Best Buddies- working with students with disabilities (100+ hours)
- Girl Scouts- Bronze/Silver awards (80+ hours)

SKILLS

- Programming: Javascript (Intermediate), Python (beginner)
- Microsoft Word and PowerPoint and familiar with Excel and Microsoft Publisher.
- Adobe Illustrator, Photoshop, and some experience with InDesign.
- Instagram, FaceBook, Pinterest, Twitter, Snapchat.