

Contact

www.linkedin.com/in/marissagracie
(LinkedIn)

Top Skills

Contacting Clients
Organization Skills
Individualized Instruction

Languages

German
English

Certifications

Women Transforming Tech:
Networking
Interpersonal Communication
Communication Foundations
Fair and Effective Interviewing for
Diversity and Inclusion
Marketing Your Event

Honors-Awards

Outstanding Customer Service -
Team Award
Graduated Summa Cum Laude

Marissa Gracie

TA Event Coordinator at DISH Network
Denver Metropolitan Area

Summary

I am passionate and hardworking in everything that I do. I have demonstrated tenacity in my educational accomplishments and in my professional life as an Event Coordinator for the higher education and corporate worlds.

Experience

DISH Network
TA Event Coordinator
May 2021 - Present (11 months)

Metropolitan State University of Denver
Event and Marketing Project Coordinator with Classroom to Career Hub
August 2018 - May 2021 (2 years 10 months)

Foothills Park & Recreation District
Center Associate
April 2017 - June 2018 (1 year 3 months)
Littleton, CO

Keller Williams Realty
Unpaid Intern
June 2016 - November 2016 (6 months)
Golden, CO

I was the go to person for my mentor. I completed compliance projects for her and was able to independently complete tasks for her. I was trained on Dotloop, Landvoice, and how to send out mailings to houses that are for sale by owner. I contacted clients through email, regular mail, and phone calls.

Education

Metropolitan State University of Denver
Event and Meeting Management, German and Marketing · (2017 - 2020)

Green Mountain Senior High School

· (2013 - 2017)

Red Rocks Community College

Business and Marketing · (2016 - 2016)

Warren Occupation Technical Center

Executive High School Internship Program · (2016 - 2016)

University of Colorado Denver

College Algebra · (2015 - 2016)