

# Don Grace III

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## Education

**HIGH SCHOOL DIPLOMA | MAY 19, 2016| MARICOPA HIGHSCHOOL**

Related coursework: AP and Honors classes

**CENTRAL ARIZONA COLLEGE | AUGUST 2020- PRESENT |**

Major-AAS Software Development

## Skills & Abilities

- HTML/CSS/JavaScript/Java/Python/C#
- Office 365/Access/Databases/WordPress
- Creativity/design
- Multi-tasking
- Attention to detail
- Reorganizing/improving efficiency
- Working in/leading small teams
- Very quick learner and always open to criticism/advice for improvement

## Experience

**PRODUCTION TECHNICIAN | ARROW ELECTRONICS | MAY 4-CURRENT**

- Responsible for performing builds of computing products/installing system hardware and components.
- Software loading, and system configuration. Performs large rack assembly and cabling. Test product and software loads.
- Perform basic system troubleshooting.

**DIAMOND LOUNGE BARTENDER | HARRAH'S AK CHIN | OCTOBER 2018-MARCH 2020**

- Created my own recipes that were promoted as specialty holiday/event drinks of the day.
- Prepare ordered drinks with proper portions and ingredients in accordance to company policies.
- Operate a cash register, ringing the proper amount into the register and giving the guest or server the correct change.
- Maintain a respectful control over guests at all times.
- Excellent customer service and communication skills.

**LOUNGE SERVER | HARRAH'S AK CHIN | MAY 2018-OCTOBER 2018**

- Take drink orders, communicate with bartender utilizing the proper calling order, assist in the preparation of drinks and present drinks to guests.
- Maintains current and accurate information regarding menu (i.e., preparation). Greet each guest seated in assigned station. Take initial food and/or beverage order.

**FACILITIES ASSISTANT | ASU | AUGUST 2016-MAY 2017**

- First Responder to two serious guest injuries (Knee and Shoulder dislocations) on separate occasions
- Responsible for assisting the Operations Manager as well as day-to-day tasks including but not limited to greeting and directing members, guests, and staff as they enter the gym.
- Provide assistance to member's requests and inquiries and perform various administrative duties as required.

**PET SITTER | HOME IS WHERE THE HOUND IS | MAY 2017-JUNE 2018**

- Built relationships with clients and consistently provided excellent service
- High attention to detail in following customer care notes.