



# GRACE ENNS

912 Mersea Rd. 8 | 226-347-4034 | [genns@uwaterloo.ca](mailto:genns@uwaterloo.ca)

**To whom it may concern,**

I am a Global Business and Digital Arts undergrad student at the University of Waterloo. I have experience in team collaboration, leadership roles, and individual projects for local design needs. My past jobs as a farm labourer and tutor show that I have diverse work experience and that I am very willing to learn and work with others.

Sincerely,

**Grace Enns**

## References

**Carolyn Warkentin**, Executive Director at SECC  
519 890 3653

**Zach Charbonneau**, Pastor at LUMC  
226 203 3833



# GRACE ENNS



## ADDRESS

912 Mersea Rd. 8  
Leamington, Ontario  
N8H3V8  
Canada



## PHONE

226 – 347 - 4034



## EMAIL

genns@uwtaerloo.ca



## Website

file:///Users/graceenns/Documents/  
website-take-2/port.html



## SUMMARY

Diligent **customer service** with excellent multitasking, organizational, and time management abilities combined with experience in promoting items and completing customer sales. Able to problem solve when working with people or independently. Familiar with computer applications such as **Adobe Illustrator, Photoshop, XD** (with additional access to all Adobe apps), **Excel, Word, and JavaScript** and able to adapt easily to new processes and procedures.

## EXPERIENCE

### Christmas Tree Farm Employee

Warkentin Tree Farm • Leamington, ON

Customer service representative, taking cash and serving food, summer employment included pruning and weeding.

### Tutor

Self Employed • Leamington, ON

Tutored elementary and high school levels in math and English.

### High school band

UMEI • Leamington, ON

Involved in practicing, teaching, and performing on a regular basis in senior high school.

### Volunteering

#### Homework Club Volunteer

SPARK • Leamington, ON

Worked with the SPARK after-school program in Leamington.

#### Volunteered at the Lighthouse Center in Windsor

Volunteered to sing carols at Mill Street Market in 2019

## SKILLS

- Customer service
- Team collaboration
- Community service background
- Studied French as electives in first year university
- Money handling
- Community outreach
- Experience and schooling in graphic design, website constructing, JavaScript, Adobe programs
- Knowledgeable in **marketing and social media**

## EDUCATION

**University of Waterloo**, Ontario

I am currently working towards a **Bachelor of Global Business and Digital Arts**

## ACCOMPLISHMENTS

Currently holding an excellent academic standing at U of Waterloo

Was the **editor of my high school's yearbook**

Created a **website portfolio** using **Adobe XD** to showcase my art and other creative projects

Completed grade six violin through RCM, practicing for grade eight