Grace Squibbs

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Experience:

DISH Network   **May 2016-August 2016**

IT Operations Intern
- Researched and implemented an onboarding solution to be developed in software that was already owned by the company at little to no cost.
- Designed a role based access system where managers could create roles and assign them to new hires to streamline the resource access request process.
- Met with other manager level employees and held questionnaires throughout my time at DISH to discuss what solution best met the companies needs from every point of view.

Jackson National Life Insurance   **February 2015-Current**

Strategic Support Associate
- Authorize and facilitate the switching of paper correspondence to electronic delivery per policy owner's approval or request
- Accelerate processing speed by categorizing and indexing policy owner information in a large electronic filing system with personal daily efficiency of 100%or higher according to company standards.

General Management Association   **January 2016-Current**

Director of Member Relations
- Create PowerPoints for all meetings, follow up with all presenting companies and ensure members' resumes reach the right hands, advertise and recruit for GMA
- Plan social and professional events for members to network and meet professional contacts.

Shaolin Jazz   **October 2015-January 2016**

Lifestyle Marketing Intern
- Boosted the awareness of all products and events in target demographic by pushing creative visuals for all social media platforms
- Uploaded content, sourced new users to follow Shaolin Jazz on all media platforms, and tracked the growth and impact of social media campaigns.
- Increased downloads and website traffic by 25% in three-month campaign.

Western Michigan University   **May 2014-August 2014**

Administrative Assistant
- Organized, planned, and executed summer long project to switch archived student files from the years 2000 to 2014 into an electronic database
- Created instruction manual and trained other employees on how to continue implementation and upkeep of the new database and file structure

Education:

Michigan State University – 3.4 GPA   **May 2017**
- Bachelor of Science in Media and Information
- Minor in Information Technology

Relevant Coursework and Skills:

- Computing Concepts, Fundamentals of Information Technology, Systems Analysis and Design, Web Design, Programming I, Bringing Media to the Market, Media Impacts on Society, Interactive Media Development, Web Development, Network Management and Security.
- HTML, CSS, Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Adobe Dreamweaver, Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft Visual Studio Tools for Unity, GitHub