

# MARK MCGRAW

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## PROFESSIONAL EXPERIENCE

### **Linden Hills Co-op**, Minneapolis, MN

*Scanning Assistant* (April 2016—October 2018)

- Oversee store's price catalog, and track changes when new products are added or prices change for existing products. Proficient in Microsoft Excel.
- Create shelf tags and signage, and ensure that consumer-facing and scanner prices match.
- Coordinate with finance and retail department heads to produce reports and records for effective decision-making, accurate financial reports, and precise inventory.

### **Jerome Foundation**, Minneapolis, MN

*Archive Assistant* (April 2018-August 2018)

- Reviewed and organized grant records for digitization in preparation for creation of archive at Minnesota Historical Society.
- Evaluated sensitive and confidential information with care, and quickly developed an understanding of the Foundation's grant programs in order to accurately categorize the records.

### **Linden Hills Co-op**, Minneapolis, MN

*Floor Coordinator* (March 2015—April 2016)

- Managed up to six employees during a shift, and ensured accuracy and security of all cash received during each shift.
- Coordinated front-end break schedule and acted as coverage for cashiers on break, providing excellent customer service during periods of high traffic.
- Created and maintained front end training material to reflect current department policy and operating systems, and led training for new cashiers and customer service personnel.

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## EDUCATION & AWARDS

### **University of Minnesota**, St. Paul, MN

Trilogy Education Services Coding Boot Camp, 2020

Certified Graduate of Full Stack Web Development

- Front and back end web development using CSS, Javascript, Node, jQuery.

### **Albion College**, Albion, MI

Bachelor of Arts in Ethnic Studies & Anthropology/Sociology, 2012

GPA: 3.42/4.00

- Albion College Office of Intercultural Affairs Senior Recognition Award (April 2012)
- Student Presenter at Great Lakes College Association (GLCA) Students of Color Leadership Conference (October 2010)
- Awarded Albion College Trustee Scholarship each year (highest possible academic scholarship)