

Alicia M. Coultas

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## Experience

**Barista** Icons Coffee (Grand Rapids, Michigan) August 2015 - Present

Prepare coffee drinks for customers. Engage in conversation. Prepare meals. Work with cash register.

**Admissions Front Desk Receptionist**

Calvin College Admissions Office (Grand Rapids, Michigan) September 2014 - Present

Interact with prospective students. Answer phone calls. Give campus tours. Data-entry.

**Sales Associate** Sur La Table (Grand Rapids, Michigan) June 2015 - August 2016

Create floor sets. Manage store promotions and sales. Demonstrate new products to customers. Assist chef during cooking classes.

**Housekeeper** Prince Conference Center (Grand Rapids, Michigan) October 2013 - August 2015

Clean guest rooms. Clean laundry. Clean hotel. Fulfill guest requests.

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## Education

**Bachelor of Sociology** Calvin College (Grand Rapids, MI) September 2013 - Present

Majors: Occupational Therapy/Sociology

Minors: Ministry Leadership: Community Development

GPA: 3.34

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## Volunteering

**Brains** (Grand Rapids, Michigan) July 2016 - present

Observe and assist occupational therapist. Interact with patients.

**Mary Free Bed** (Grand Rapids, Michigan) May 2015- May 2016

Clean therapy materials after use. Observe therapies in session. Assist therapists if asked. Interact with patients.

**Deco-Tec Ministries** (Niles, Michigan) February 2014

Led a small group that consisted of high school students. Talked about my personal faith journey while encouraging my groups' journey. Helped teens encounter Christ.

**Service Learning** (Jackson, Mississippi) April 2014

Worked alongside John M. Perkins and engaged in community development opportunities in Jackson, Mississippi.

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## Skills

Reliability ♦

Computer Efficiency ♦ Time Management ♦ Communication Skills ♦ Teamwork ♦

Quick Learner ♦ Fast Worker ♦ Research

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## Certifications

CPR ♦ First Aid ♦ AED 2015

