

# Grace Sprague

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## OBJECTIVE

To find a position relevant to my skills and experience where I can use my knowledge and ideas to improve company standards.

## EDUCATION

**University of New England**, Biddeford, ME

Expected Graduation: May 2025

Bachelor of Arts in *Communications and Media Arts*, Minors in *Psychology, Writing*

GPA: 3.9

Dean's List all semesters

**University of New England**, Tangier, Morocco

Fall 2023

Semester Study Abroad

Relevant Coursework: Engaged deeply in Moroccan culture through courses including *Introduction to Arabic, Society and Culture of Morocco* and *Biography of Tangier*.

- Volunteered at local La Creche Orphanage to build relationships with children, taught communication skills, and encouraged cross-cultural learning activities.
- Engaged in cross-cultural communication on a daily basis by working with people from diverse backgrounds.
- Conducted interview with a volunteer at Aide du Secours, a nonprofit based in Morocco, as part of an assignment for Writing Sans Frontieres.
- Wrote and edited script for the University of New England Fall 2023 Halqa performance, a group based performance done by the students in my *Society and Culture of Morocco* course.
- Facilitated a takeover on the University of New England Global Instagram page, sharing my experiences abroad with prospective students.

## RELEVANT EXPERIENCE

**Student Intern, Across the Disciplines Journal**, Biddeford, ME

Sept. 2024 – Present

- Executing reference checking for special issues covering various topics, developing strong attention to detail
- Assisting with copyediting for multiple editions, using strong formatting skills and close attention to detail.

**Student Writing Fellow, University of New England**, Biddeford, ME

Sept. 2024 – Present

- Tutoring students in a college history course, giving a series of lectures on introduction to journalistic writing.
- Supporting the professor of the history course by supplementing writing-specific information to the course..

**Copy Editor, UNE College of Business**, Biddeford, ME

Sept. 2024 – Present

- Supporting faculty of the college in copyediting articles intended for journal submission, checking lengthy articles for grammatical, spelling, and attribution errors.

**Shaw Innovation Fellow, Neighborhood Housing Trust**, Kennebunkport, ME

Jan. 2024 – Present

- Took charge of social media and website updates for non-profit, including full website redesign and social media campaigns.
- Creating short-form video content for non-profit social media outreach.

**Intern, Cookson Communications**, Manchester, NH

May 2024 – Aug. 2024

- Helped the team at Cookson as an intern under the close guidance of superiors to learn core communications, public relations and writing skills.
- Presented information and long-term communications strategy to clients, helping to acquire Cookson valuable clientele.
- Completed several long-term projects, such as a full communications plan, multiple press releases for clients, and social media campaigns.
- Used professional social media analytics to create targeted demographic groups for social media advertising.
- Performed social media research for the City of Manchester, NH, working to combat misinformation being spread about school system construction projects.

## PUBLICATIONS

*Staff Writer, The Bolt Student News Publication, Biddeford, ME* Oct. 2023 – Present

- Writing and editing articles surrounding current events, both on- and off-campus.
- Conducting interviews and research to ensure accurate reporting.
- Working to meet tight editorial deadlines.
- Collaborating with fellow writers and editors to produce high-quality content.

*Contributor, The Pelham Evergreen, Pelham, NH* Oct. 2023 – May 2024

- Authored and edited two articles for local town newspaper, including both a reflective travel piece and a spotlight on a local non-profit group.
- Worked closely with the editor to tailor writing to the community.

*Contributor, The Moorish Tides, Tangier, Morocco* Dec. 2024

- Authored article about volunteer experience at local orphanage in Tangier, Morocco, carefully connecting my experience with my educational program..

### **OTHER WORK EXPERIENCE**

*Shift Leader, Crumbl Cookies, Salem, NH* Feb. 2021 – July 2024

- Supervised store's daily operations to support efficient workflow and high-quality customer service.
- Trained and guided team members to improve efficiency and maintain quality standards.
- Managed inventory, restocked supplies, and minimized waste to optimize costs.
- Handled cash register operations, including counting and distributing employee tips.
- Ensured compliance with health and safety regulations for food handling and cleanliness.

*Service Leader, Hannaford Supermarkets, Pelham, NH* Sept. 2019 – Feb 2021

- Processed customer transactions quickly and accurately using a POS system.
- Provided excellent customer service by assisting with inquiries and resolving issues.
- Handled various payments while maintaining a balanced and accurate cash drawer count.
- Maintained a clean and organized checkout area to ensure a smooth shopping experience.

### **SKILLS & QUALIFICATIONS**

*Communication Skills:* Copyediting, copywriting, grant writing, journalistic writing, interviewing, newsroom communication, video editing, camera and film equipment familiarity.

*Relevant Courses:* Introduction to Communications, Introduction to Journalism, Writing Fellows Practicum, Professional and Technical Communication, Intercultural Communication, Digital Video Studio, Introduction to Broadcast Media

*Technical and Computer Skills:* Proficient in Adobe Photoshop, Adobe Illustrator, DaVinci Resolve