

Grace Higgins

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New Canaan, CT

EDUCATION

University of Delaware, Newark, DE

Expected Graduation: May 2024

Alfred Lerner College of Business & Economics

Bachelor of Science in Hospitality Industry Management

Major: *Hospitality Industry Management* | Minors: French and Event Management

Cumulative GPA: 3.44

EXPERIENCE

ISG, Stamford, CT

June 2023 - July 2023

Global Events Intern

- Worked alongside events team on a daily basis and sat in on weekly meetings to keep everyone on track
- Utilized Smartsheet's and Swoogo to add to the website, add speakers, sponsors and sessions to various events
- Developed LinkedIn and outreach skills by sending alumni emails to past event attendees
- Learned from other department executives about their role in the company and how the entire company interacts

South By Sea, Newark, DE

July 2021 - Present

Campus Manager and Campus Leader (specializing in events)

- Contact organizations on campus to provide merchandise and apparel for numerous events
- Strategize with other campus managers to divide and conquer all organizations across the campus
- Communicate with clients and provide them with an efficient and organized experience

Child Care, New Canaan, CT

June 2016 - Present

Babysitter

- Support local families on weekdays and weekends year-round
- Care for children ages 6 months – 14 years old
- Experience working closely with special needs, including; down syndrome, selective mutism, and behavioral issues

Country Club of New Canaan, New Canaan, CT

June 2021 - August 2022

Assistant Director

- Worked closely with the Camp Director in planning events for 100 campers
- Assisted in facilitating arrivals and departures for Campers including communication with their parents
- Oversaw daily activities including lunches, sports, and art project
- Collected and maintained camp paperwork per state guidelines for all campers

Country Club of New Canaan, New Canaan, CT

June 2019 - August 2020

Head Camp Counselor

- Co-managed twenty (20) campers ages 5-6 for all daily activities
- Assisted daily in transporting campers to and from activities
- Garnered skills for communication, engagement, and organization

CAMPUS & VOLUNTEER INVOLVEMENT

Gamma Phi Beta, Newark, DE

December 2022 - Present

Assistant Financial Vice President (AFVP)

- Voted-in as an appointed position and communicates with Financial Vice President
- Prepared attendance documents used to determine member membership penalties and permissions
- Collaborated with team to raise \$5,000 for a scholarship fund

Gamma Phi Beta, Newark, DE

December 2021 - December 2022

Assistant Administrative Vice President (AAVP)

- Voted-in as an appointed position and collaborates with Administrative Vice President to plan chapter events
- Schedule all events/bookings including philanthropy events, chapter meetings and social events
- Planned Parent's Brunch Fall 2022 for 150 guests at a local wedding venue

SKILLS

- Computer & Social Media: Microsoft Office, Google, Instagram, Swoogo, Smartsheets
- Languages: French – limited working proficiency
- Certification in Hotel Industry Analytics (CHIA)