

Grace Shea

OBJECTIVE

To obtain an entry-level position with an international company in the domain of marketing, communications, or human resources.

ADDRESS

Clemson, SC, 29631

PHONE

860-573-8957

EMAIL

gshea@g.clemson.edu

LINKED

Graceshea1024

WEBSITE

<https://gshea68.wixsite.com/graceshea>

SKILLS

Proficiency in Microsoft Suite

Proficiency in Google Suite

Extensive Organization

Written & Verbal Communication

Leadership

Public Speaking

Flexibility

Creativity

Ability to thrive in fast-paced environments

Critical Thinking

Positive Attitude

EXPERIENCE

JANUARY 2024 - AUGUST 2024

Recruiting Intern | BMW Manufacturing | Spartanburg, SC

Selected, interviewed, and hired new interns; created and posted new job applications; organized and attended recruiting events such as career fairs and info sessions; drafted a new marketing plan to be implemented within the recruiting department; created and presented reports to upper-level management on HR marketing events, internship programs, and their return on investment.

JUNE 2022 - AUGUST 2022

Management Intern | Nordstrom | Chicago, IL

Managed the men's luxury suit department in the absence of a general manager; achieved over \$119,000 in sales over the 10-week period, the 4th highest of 35 associated; attended workshops on leadership, management, diversity, & decision-making; presented an end-of-program to upper management on the importance of a healthy work environment.

AUGUST 2021 - DECEMBER 2022

Tutor | Nieri Student-Athlete Enrichment Center | Clemson, SC

Lead tutoring sessions with Clemson student-athletes to increase their knowledge and skills in Spanish, French, Management, and Economics; upheld high professionalism and confidentiality standards in line with the NCAA and ACC.

EDUCATION

Clemson University | Clemson, SC | 2020-2024 | GPA: 3.91/4.0

Bachelor's Degree in French and International Business

Minor in Spanish Studies

Clemson University Honors College

President of the French Professional Society Spring & Fall 2022

Language and International Trade Annual Award of Excellence, Spring 2024

LANGUAGE SKILLS

French: C1 proficiency level

- *Diplôme de Français Professionnel des Affaires* B2 (Diploma in French Professional Business) from the French Department of Commerce, 2022
- Studied French linguistics, culture, and business at the *Université Catholique de Lyon* in Lyon, France, in the Spring of 2020 and ended the semester with a B2+/C1 certificate

Spanish: B2 proficiency level

CITIZENSHIP: EU Citizenship (Irish) pending, to be received by June 2024