

Grace Miller
Phone: 803-667-7157
Email: grace.m7138@gmail.com

Education:

University of South Carolina - Columbia
Ridge View High School

August 2020 – May 2024
August 2016 – June 2020

Work Experience:

University of South Carolina, Columbia, SC

August 2021 – Present

Resident Mentor

- Create, organize, plan, and lead 10 engaging events throughout the year that are advertised and marketed to 600 residents to promote diversity, social engagement, health, and education
- Develop a positive and comfortable living environment for 26 residents through resolving conflicts and providing them with campus resources
- Collaborate and work with other resident mentors to develop a successful and thriving hall community
- Budget and allocate money for the use of the floor and residence hall events
- Implement, execute, and enforce all University and Campus Living policies along with encouraging campus involvement, addressing student needs, and promoting academic excellence

Sam's Club, Columbia, SC

June 2021 – August 2021

Front End Associate

- Helped customers complete purchases and sign up for Sam's Club Plus Membership and/or Credit Card
- Process and handled cash, check and credit transactions amounting to thousands of dollars
- Helped resolve multiple customer complaints, guide them, and locate items throughout store
- Maintained clean and orderly checkout station along with other cleaning duties such as emptying trash cans, mopping floors, and returning items to their correct locations in the store

Bi-Lo, Columbia, SC

January 2020 – August 2020

Cashier

- Helped customers complete purchases, sign up for reward programs and locate items in store
- Processed checks, cash, and credit transactions amounting to thousands of dollars
- Restocked and arranged merchandise in front end near registers during the mornings
- Mentored five new team members on how to operate cash register system
- Helped resolve multiple customer complaints and guide them through their problems

Leadership:

UofSC Capstone Scholars Service Ambassador

June 2021 – Present

President of Scholar's Academy Magnet for Business and Law

May 2019 – June 2020

Captain of the Silver Storm Step Team

May 2018 – June 2020

Community Involvement:

UofSC Capstone Alternative Break Weekend

April 2021

UofSC Big Event Volunteer

April 2021

UofSC Capstone Weeding Wednesday Volunteer

January 2021 – March 2022

Activities and Organizations:

UofSC Black Capstone Caucus

November 2020 – Present

UofSC Downtown College Young Life

October 2020 – Present

UofSC Capstone Scholar

August 2020 – Present