

MAILE GRACE

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OBJECTIVE: To gain membership as a pledge in Alpha Kappa Psi and represent its core values of brotherhood, knowledge, integrity, service, and unity in order to become a principled business leader.

EDUCATION

CHAPMAN UNIVERSITY, Orange, CA (3.92 Cumulative GPA)

Anticipated graduation date: 2017

- Bachelor of Strategic and Corporate Communications and minor in Integrated Educational Studies

KAMEHAMEHA SCHOOLS KAPALAMA, Honolulu, HI (3.99 Cumulative GPA)

Class of 2013

- Two year Recipient of the Principal Award (4.0 min) and graduated w/class rank of 28/450

PROFESSIONAL EXPERIENCE

Student Communications Assistant, University Advancement Chapman University, Orange, CA September 2014-Present

- Analyze Chapman alumni newsletters, blogs, and class notes and create and schedule Tweets for the Chapman alumni Twitter page regarding upcoming events, awards, and congratulatory news on application Hootsuite
- Organize, insert, and format various content into blogs using application WordPress for the UA blog page
- Create bit.ly links for blogs, images, etc. and complete miscellaneous tasks assigned

Student Assistant, University Advancement Chapman University, Orange, CA

September 2014-Present

- Oversee the front desk of University Advancement and accommodate guests and donors present
- Fulfill clerical work efficiently and order essential materials through office solutions monthly or when needed

Server, The Shack Sports Grill, Mililani, HI

May 2014-Present (Summer and Christmas Breaks)

- Greet guests, take orders, run food, refill beverages, cash out customers, and provide excellent customer service
- Thoroughly complete back work: Make coffee and tea, fill ice bins, wipe down menus, stack chairs, fill napkin dispensers, sweep assigned section, wash glasses, bins, silverware and trays, etc.

Hostess, Islands Fine Burgers and Drinks, Orange, CA

January 2014-June 2014

- Greeted and seated guests strategically according to the rotation cycle and performed frequent table checks to ensure accurate wait times
- Performed bathroom checks every 15 minutes, bussed tables when necessary, and completed side work efficiently

CLUBS & ACTIVITIES

Hawaii Club, Chapman University, Orange, CA

September 2013-Present

- Meet weekly every Tuesday and work cooperatively to create a successful Luau event
- Greeted guests at past Luau event (2014) and operated the ticket sales table

National Society of Collegiate Scholars, Chapman University, Orange, CA

January 2014-Present

- Maintain a high GPA and pursue scholarships and internship opportunities available

Kamehameha Dance Company, Kamehameha Schools, Honolulu, HI

Fall 2006-Spring 2013

- Principal Company member for three years and Student Director for two years
- Attended all company level classes (apprentice, core, and principal) and led stretches and across the floors
- Choreographed dances and taught class in preparation for the dance company's annual spring concert

SOFTWARE AND TECHNICAL SKILLS

Applications: Microsoft Office Suite, Twitter account administration, HootSuite, Bit.ly, Weebly, WordPress