Grace Norman

Illustrator

1153 Mid Bluff Drive
Zeeland, MI 49464
(248) 884-8941
grace_norman834@yahoo.com

SKILLS

- Fast learner
- Multi-tasking
- Excellent written and verbal communication
- Team player
- Good listener
- Punctual and conscientious
- Illustrator
- Designer
- Procreate
- Photoshop
- After Effects

EXPERIENCE

College for Creative Studies, Detroit, MI - *Resident Assistant*

August 2024 - May 2026

- Help students resolve conflicts
- Perform room and building inspections to ensure safety and wellbeing amongst students
- Be a part of and work with a team
- Build relationships with students

College for Creative Studies, Detroit, MI - *Student Ambassador*

April 2023 - May 2024

- Lead campus tours for prospective students and their families
- Enter prospective student profiles into the admissions database
- Set up and tear down open house activity events

Community Arts Partnership, Detroit, MI - *Work Study Assistant*
Teacher and Co-Teacher

October 2022 - March 2024

- Assisted students with questions on equipment, curriculum, and projects.
- Taught students how to use Adobe Illustrator and Canon cameras

- Worked with middle school and high school students, as well as adult students with cognitive disabilities
- Assisted teachers in teaching middle school and high school students how
  to create characters and self-portraits
- Assisted in the planning of tours and class curriculum

Barnes and Noble, Holland, MI - *Barista and Bookseller*

November 2021 - January 2025

- Opened and closed cafe and book floor
- Worked register and made customer orders
- Kept cafe and store clean including washing dishes
- Organized and shelved books and magazines
- Answered customer questions and helped them find what they were looking for

Crumbl Cookies, Holland, MI - *Baker*

June 2022 - August 2022

- Prepared and served customer orders
- Worked at register and answered customer questions
- Maintained kitchen and overall store cleanliness

Chick-fil-a, Holland, MI - *Team Member*

August 2021 - November 2021

- Prepared and served customer orders
- Made customers' drinks
- Helped close restaurant

EDUCATION

College for Creative Studies, Detroit, MI - *Illustration with Communication Design minor*

August 2022 - May 2026