

Grace Drew

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Education

University of Houston

Bachelor of Science in Economics, Bachelor of Science in Accounting
Dual Degree in Economics & Accounting

Expected Graduation May 2025

Professional Experience

SWE Homes, Houston, TX

Accounting Intern

August 2024-November 2024

- Utilized accounting software for journal entries and reconciliation
- Analyzed general ledger accounts
- Assisted in financial audits
- Filed company tax returns

Walgreens Pharmacy, Austin/Houston, TX

Registered Pharmacy Technician

April 2022-January 2024

- Fill and facilitate sale of prescription medications per the providers orders
- Answer medication inquiries under guidance of pharmacist
- Communicated with physicians and insurance to process claims
- Upsell vaccinations to patients
- Observed and followed HIPPA and OSHA guidelines ensuring patient confidentiality

Perfectly Uncommon Weddings, Austin, TX

Wedding Planner Executive Assistant

August 2021-May 2022

- Utilized Microsoft Office to bookkeep, organize logistics, prioritize tasks and keep inventory for events
- Supported senior leadership by performing administrative tasks such as answering phones, sending emails and transporting materials
- Consulted and collaborated with brides, vendors and venue owners to negotiate contracts and discuss client needs resulting in 2-3 weddings and or events per month

Leadership & Development

Teach for America, Houston, TX

Ignite Fellow

September 2024-Current

- Tutored second grade students in reading and writing virtually, one-on-one, or in small groups on weekly basis
- Developed personalized learning plans to meet each student's needs and promote academic progress
- Fostered strong mentorship relationships, encouraging students to be confident, motivated, and have a growth mindset
- Took part in training sessions to improve instruction, cultural competency, and leadership skills

University of Houston Mentor Collective, Houston, TX

Student Success Mentor

December 2023-Current

- Serve as a mentor to 2 students on a weekly basis
- Support students in managing college life and personal growth by displaying empathy & understanding
- Aim to help students achieve academic and personal goals through clear communication and different problem solving methods

Skills

Technical: POS System, Fast Paced Environment, Telephone Etiquette, Event Organization and Planning, Sales

Non-Technical: Written & Verbal Communication, Critical & Strategic Thinking, Teamwork, Multitasking

Languages: Spanish- Intermediate/Conversational Amharic- Fluent

Licenses & Certifications: TABC, Food Handlers