**Grainger Beal**

gbeal.cccmc@gmail.com

(828) 514-2033

**EXPERIENCE**

Part-time Administrative Assistant

JAMES C. HARPER SCHOOL OF PERFORMING ARTS

2016 - Present

My time at the James C. Harper School Involved the following tasks:

* Processing Payments through Customer Relations during busy check-in hours.
* Moving folding chairs, tables, and other heavy furniture.
* Copying and Preparing Student Music Folders.
* Checking student attendance and making student schedules.
* File Management, particularly for summer music programs.
* Updating old or unusable technology to newer alternatives.
* Adapting to situations as they occur.

Reference: Karen Burton at (828) 754-2297.

**EDUCATION**

CALDWELL CAREER CENTER MIDDLE COLLEGE

2015-08 - Present

I am currently enrolled at the Caldwell Career Center Middle College, taking classes involving Advanced Technologies.

* My school year is different from the traditional school system.
* My high school GPA is 4.3966 weighted and 3.9310 unweighted.
* I am second in my class.

CALDWELL COMMUNITY COLLEGE & TECHNICAL INSTITUTE

2016-01 - Present

* I have earned a total of 57 credit hours, and am currently taking 10 credit hours in my fall semester (2018).
* The majority of my classes focus on Information Technology, with the other portion focusing on transferable General Education coursework.
* I plan on staying at the Community College until Spring of 2019.
* My college GPA is 3.789.

**ACTIVITIES**

Prom Committee

2017-08 - Present

* Creating themes, voting on props, and setting up the room for the Junior/Senior Prom.
	+ Reference: Mrs. Carly Johnson

Freshman Orientation Leader

Summer 2018

* Leading Orientation for students and answering questions in Parent meetings about the school.
	+ Reference: Mrs. Jeanie Robinson

College Textbook Distribution

Fall 2018

* Distributing college books to the entire student body at the Career Center Middle College.
	+ Reference: Mrs. Carrie Griffith

Beta Club

2017-03 - Present

* Attend scheduled meetings, plan volunteer activities, and maintain grades.
	+ Reference: Mr. David Brotherton

National Technical Honors Society

2018-04 - Present

* Career & Technical Education distinctive honors program.
	+ Reference: Mrs. Laura Brinkley

National Society of Leadership and Success

2018-05 - Present

* College Honors Association
	+ Reference: Ms. Kim Lackey

Hudson United Methodist Church - Technology

2016-04 - 2018-08

* Work on Audio/Visual Technology for the 9AM service.
	+ Reference: Mrs. Kim Burns, Rev. Holly Adams

Hudson United Methodist Church - VBS

2017-08 and 08-2018’

* Work directly with children and families.
	+ Reference: Mrs. Kim Burns

Hudson United Methodist Church - Christmas Aid

2017-12 and 2018-12

* Working with families in need providing clothing, food, toys, and an opportunity to enroll in Dolly Parton’s Imagination Library.
	+ Reference: Mrs. Kim Burns