**Grace Tepe**

Northern Kentucky University | (513) 470-9151 **|** tepeg19@yahoo.com | www.linkedin.com/in/gracetepe

**EDUCATION**

**Bachelor of Science in Business Administration** (Expected May 2022)

Haile/US Bank College of Business, Northern Kentucky University

Accounting Major, Business Minor

Overall GPA: 3.8, Major GPA: 3.9

* Relevant courses: Principles of Financial Accounting, Principles of Managerial Accounting, Intermediate Accounting, Management Cost Accounting, Principles of Finance
* 150 credit hours will be completed Spring 2023
* President’s Honors List (Spring 2018-2019)
* Haile/US Bank College of Business Dean’s List (Fall 2018-2019, Fall 2019-2020, Spring 2019-2020)

**EXPERIENCE**

**Dietary:** Western Hills Retirement Village (June 2016-Present)

**Dietary Dining Room Supervisor** (June 2020-Present)

* Supervise operation of dietary department staff in performing their duties in accordance with facility policies and procedures
* Positively interact with residents, families, and co-workers to foster sense of community
* Communicate with other Dietary Dining Room Supervisors to ensure consistency among expectations and any procedures
* Resolve any team conflicts brought up through the use of adaptability, customer service, and communication skills

**Dietary Aide** (June 2016-Present)

* Interact with residents, families, and co-workers to promote sense of welcome and home
* Assist in the set-up, preparation, delivery, and serving of meals to ensure procedures run smoothly
* Assist in the cleaning up all dining areas, dishes, and equipment used to provide clean areas to promote sense of home
* Train new co-workers in the dietary department

**EXTRACURRICULAR ACTIVITIES**

* National Society of Leadership and Success, 2019-Present
* Ohio Society of Certified Public Accountants Student Affiliate (September 2020)

**SKILLS**

* Familiar with Intuit Quickbooks, Microsoft Word, and Microsoft Excel
* Attention to detail
* Time management
* Verbal and written communication
* Adaptability