

Grace Octavia Merryfield

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EDUCATION

Indiana University Indianapolis

EX. Bachelor of Science in Psychology

Indianapolis, Indiana
GPA: 3.4/4.0
May 2028

EXPERIENCE

Hope Haven Psychological Resource

Administrative Assistant, Receptionist

- Works with a multidisciplinary administration and clinical team to provide quality care to clients
- Categorizes client demographic information using spreadsheets to maintain an organized front office.
- Manages PHI to adhere to HIPPA standards

Indianapolis, Indiana
May 2023– Present

The PATH School, IPS 67

Administrative Assistant to the Operations Department, Receptionist

- Complete clerical and administrative tasks
- Showcase an exemplary work ethic by translating between Spanish and English to ensure the highest level of communication between parents, and students
- Act as advocate between staff and students to create a communal environment

Indianapolis, Indiana
June 2021 – July 2021

Community Involvement

North Central Highschool Cheerleading

Assistant Coach

- Ensure effective communication between high school athletes and coaching staff
- Encourage health and well-being through exercise

Indianapolis, Indiana
August 2024– Present

MINI S.K.I.R.T.S member

Sisters Keeping It Real Through Service-

a nonprofit community service organization serving the Metro Atlanta area at Spelman College

- Mentor young girls' grade 2-6 to inspire a love for education and a strong sense of self.
- Participate in neighborhood trash pick ups
- Organize back to school drives

Atlanta, Georgia
September 2023 – December 2023

Minority Association of Pre-Medical Students

General Body Member

- Seek career advancement through professional development
- Network with other pre-health students

Atlanta, Georgia
September 2023– December 2023

SKILLS

Technology: Developed proficiency in Google Docs, Microsoft Word, Excel and IBM Statistical Package for Social Sciences software to promote a seamless incorporation of technology into the workplace.

Communication: Obtained an intermediate level of fluency in Spanish (translating written documents, in person conversations and phone calls), to ensure inclusion of those whose second language is English.