

# Grace Keith

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## Summary

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Eager to utilize skills and knowledge gained from customer-facing jobs and in the classroom to engage in service to others. Have over 1,000 hours of volunteer experience. Have successfully completed multiple artwork commissions for clients. Recognized on the Dean's list for Kishwaukee College and Northern Illinois University, Fall 2022 through Fall 2025. Received multiple scholarships and various awards from Kishwaukee College, including the Kishwaukee College Employee Give Scholarship and Best in Show award. Member of NSLS, Phi Theta Kappa, TRiO SSS, and Vice President of SAGC. Certified Mandated Reporter (2026)

## Education

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Northern Illinois University, Aug 2024 – May 2026  
Bachelor of Science, Major: Arts GPA: (3.9)  
Minor: Psychology and Counseling

Kishwaukee Community College, Aug 2022 – Aug 2024  
Associates of Arts, Major: Arts GPA: (4.0)

## Professional Experience

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**Menards** Sycamore, Illinois  
*Cashier* May 2024 – Feb 2026

Competently handles merchandise, cultivates isle marketing and organization, proficiently manages over 300 various transactions.

- Named Front End Team Member of the Month.
- Proficient, kind, and adaptable in customer needs addressment.
- Sold over 50 extended warranty plans for various merchandise.

**Kishwaukee Community College Art Gallery** Malta, Illinois  
*Student Worker* Jan 2023 – May 2024

Organized, displayed, and prepared gallery shows, student award ceremonies, and compiled and created art gallery archive.

- Organized, curated over 20 displays, and prepared art gallery and showings.
- Proficiently photographed the permanent art collection and categorized it into database.
- Communicated requirements and expectations to volunteers and visitors.
- Handled introductory celebration and award dispersion.

**Target Corporations** DeKalb, Illinois  
*Guest Service Advocate* Oct 2021 – Jan 2024

Cared for and accurately estimated needs of hundreds of guests through rapid assessment and intentional interaction.

- Guest Service Desk Manager, provided positive customer service to the guests, assisted in successfully training new hires, and beneficially answered questions and needs for guests.
- Style Consultant, effectively restocked merchandise displays, developed over 20 merchandise displays for main area and backrooms.
- Check Lanes Cashier, accurately and efficiently processed transactions and collected payments from customers.
- Drive-Up/Pick-Up, rapidly and accurately collected items from store to fulfill online orders and quickly load guests purchases into vehicle, lowering wait times up to 2 minutes per car.

## Activities

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**NIU Music and Memory, Northern Illinois University** DeKalb, Illinois  
*Volunteer* Feb 2025 – Apr 2026

- Empathetically lead residents and volunteers in art therapy sessions to improve cognitive function and recall.
- Curated appealing mediums, art supplies, and photo references
- Flexibly and kindly handled confusion and outburst from residents and encouraged open communication while fostering teamwork

## Skills

- Proficiency in traditional art mediums
- Business management
- Classroom education and children's care
- Animal handling
- Collaborative tasks
- Microsoft Word and PowerPoint