

Candace Carr

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St. Louis, MO 63121

314.250.3920

candace.carr44@gmail.com

Skills

Fluent in Microsoft Office and Google Suite Applications, Library Guild researcher/ Librarian assistant, and strong customer service skills.

Experience

Drake University / Front Desk Assistant

FEB 2022 -PRESENT

Provided student, staff, and visitor support at the Student Services Desk in the main University student center. Organized and documented all parking infractions, printed new identification badges, and organized large printing jobs.

Times-Delphic Newspaper/ Business and Finance Manager

AUG 2022-PRESENT

Maintains the record of all stories, photos, and staff writers. Serves as the main liaison between University HR and Times-Delphic Staff.

American Youth Foundation-Camp Miniwanca / Cabin Leader

Youth Empowerment Professional

JUNE 2021-AUGUST 2022

Led 10 participants between grades 4-6 in a small cabin community. Facilitated group weekly discussions through the Prindle Institute from Depauw University. Instructed CraftHouse activities and organized daily inventory, fostering a creative environment for campers and staff.

MESH (Mental, Emotional, and Social Health) trained by L.E.A.D., Inc.

St. Vincent DePaul Thrift Stores / Cashier-Receiver Stocker

MAY 2020 -AUGUST 2020, Cool Valley Outlet

A part of the June 2020 Grand Opening Team, helped create outlet donation sorting system, maintained all customer and employee amenities, rang out customers and led all new-cashier register training.

Five Below, Inc. / Seasonal Sales Associate

DECEMBER 2019 -JANUARY 2020, Brentwood

Restocked merchandise in all departments, maintained Christmas displays, rang out customers, and cleaned storefronts and amenities.

Education

Drake University/ Undergraduate

AUGUST 2021 -PRESENT

- BAJMC: Multimedia Journalism / Rhetoric, Media & Social Change Minor
- Americorps-Drake University Engaged Citizen Corps
- CREW Scholars

Rosati-Kain High School / High School

AUGUST 2017 -MAY 2021

- Summa Cum Laude Graduation Honors
- Archdiocese of Saint Louis-Dr. Martin Luther King Jr. Model of Justice-Awardee 2021
- George W. Carver Graduation Honors (Top 10% ranking)

Volunteering

Rhoer Club- Sigma Gamma Rho Sorority, Inc.

SEPTEMBER 2017 -MAY 2021

Zeta Sigma Chapter (St. Louis, MO)

Youth service and mentoring group for girls ages 12-18. Over 150 hours served in the St.Louis Metropolitan area.

Mutual Aid Fundraiser

SEPTEMBER 2020

\$165 raised for local mutual aid funds

Children & Family Urban Movement-AmeriCorps Service Intern

AUGUST 2021-MAY 2022

Served as Youth Programming Intern, Spring Break

Kindergarten/1st Grade Co-Teacher Lead, 2021-22 School Year

Teacher Aide, and Social Media Assistant. 303 hours served.