

# Zoe M. Grisez

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## EDUCATION:

**University of Denver, Denver CO**

**Expected Graduation: June 2023**

*Bachelor of Administration in English, concentrating in Creative Writing, Minors in Writing and Theatre*

## PROFESSIONAL EXPERIENCE:

**University of Denver, Denver CO**

**September 2022 – Present**

*Writing Center Consultant*

- Consults with members of the DU community (students, faculty, outside members) on their various writing projects, focusing on the process of writing and discussing writing with the writer.

**University of Denver, Denver CO**

**September 2021 – June 2022**

*Community Engaged Fellow*

- Mentored four first-year students within the Puksta Foundation Scholarship Program, assisting them while they navigated through the program and their first years at the University.
- Effectively managed time by creating agendas for one-on-one meetings, utilizing everyone's time thoughtfully.

## VOLUNTEER/LEADERSHIP EXPERIENCE:

**Advocacy Denver, Denver CO**

**June 2022 – August 2022**

*Summer Internship*

- Assisted with editorial tasks in the office, copyedited legal documents and presentations for disabled clients.

**University of Denver, Denver CO**

*University of Denver Programming Board Co-President*

**September 2022 – June 2023**

- Organizes a programming board of 60 members and an executive board of 15 members, guiding them through arranging campus-wide events to attract all students.
- Communicates across campus partners, maintaining relationships between administrators and other student organizations.

*University of Denver Programming Board Summer Internship*

**July 2022 – September 2022**

- Developed relationships with campus partners, communicated the needs of the organization for the upcoming school year.
- Enhanced expectations and procedures for the upcoming school year, ensuring each member has a universal experience.

*University of Denver Programming Board Co-Chair*

**September 2021 – June 2022**

- Lead a committee of eight members, delegating tasks across the group based on their individual skills.
- Created agendas for executive and all board meetings, effectively communicating updates and requesting assistance as needed.
- Managed relationships within the organization, managed multiple timelines and deadlines across the committees.

**DCC High School Yearbook, Colorado Springs CO**

**August 2018 – May 2019**

*Head Writing Editor*

- Created deadlines for fellow students to follow, while also maintaining relationships with the team to ensure everyone was comfortable with their workload.
- Edited the weekly articles written by the team, checking for grammatical and plot issues, and then followed up with the writer to explain why the edits were taking place.

## COMMUNITY SERVICE & ENGAGEMENT:

**Children's Hospital Colorado, Aurora CO**

**2019 – Present**

*Advocate for Young Adults with Physical Disabilities*

- Guide disabled young adults and high school students through transitioning into adulthood, offering resources and tools to seek independence.

**Muscular Dystrophy Association, USA**

**2004 – Present**

*Ambassador*

- Spokesperson for the organization, speaking at fundraising events, training sessions, attending activities as a representative.