

# Jessica L. Grande

45 Coral Street  
Brockton, MA 02302  
(774)-325-8177

[jgrande2019@students.curry.edu](mailto:jgrande2019@students.curry.edu)

## Skills

- Proficient in Microsoft Office
- Proficient in Google Platform
- Meticulous
- Communicates effectively
- Works in diverse community
- Time management

## Experience

DECEMBER 2019 - PRESENT

### **Personal Care Assistant**

- Works with teenagers with various disabilities, primarily autism and down syndrome
- Focuses on personal care, health, and safety
- Encourages various learning techniques through a variety of interactive activities

NOVEMBER 2019 - PRESENT

### **The Phia Group, LLC - Intake Specialist**

- Manages past and present projects and tasks in databases pertaining to Phia Document Management (PDM)
- Liaison between clients and internal staff to ensure proper inquiry turnaround time
- Manages calendar schedules, primarily in Outlook, to ensure efficiency for managers

APRIL 2016 - PRESENT

### **Brockton Area Arc, Brockton - Part Time Recreation Staff**

- Organize events for children, teens, and adults with disabilities
- Assist and support those with disabilities and their families
- Work in partnership with, and for, the community to provide advocacy, information, and direct services for children and adults with intellectual and developmental disabilities and their families

MARCH 2018 - MAY 2019

### **Food and Drug Administration - Youth Inspector**

- Worked for our community in order to help prevent the sale of tobacco products to minors
- Trained other minors to contribute to their preparation as a youth inspector

AUGUST 2018 - JULY 2019

### **Old Colony Y, Easton - Gymnastics Instructor**

- Instructed children on skills, technique, and flexibility in gymnastics

## Education

AUGUST 2019 - PRESENT

### **Curry College**

20 N Park Ave, Plymouth, MA 02360

Major: Criminal Justice

- Fall 2019 Dean's List

SEPTEMBER 2015 - JUNE 2019

### **Southeastern Regional Vocational Technical High School**

250 Foundry Street, South Easton, MA 02375

Concentration: Legal and Protective Services

- Honors courses
- AP courses
- Virtual High School

JANUARY 2018 - JUNE 2019

## **Massasoit Community College**

**1 Massasoit Boulevard, Brockton, MA 02302**

- Dual enrollment
  - Online Spanish 1
  - Online Spanish 2
  - College Algebra

## **Certifications/Awards**

- Fall 2019 Dean's List
- Ryan Orcutt Memorial Scholarship  
Recipient: May 2019
- Southeastern Alumni Scholarship  
Recipient: May 2019
- HarborOne Scholarship Recipient: May 2019
- Varsity Cheerleading Leadership Award:  
May 2019
- National Honor Society: 2018-2019
- Varsity Cheerleading Captain: 2018-2019
- Student Athletics Advisory Board:  
2018-2019
- Yearbook Committee: 2018
- Southeastern All Star: 2018
- Harvard University Admissions Interview:  
November 2018
- CPR Certified: September 2018
- Fundamentals of Emergency Management  
Certified: September 2018
- National Incident Management System  
Certified: March 2017
- Science Fair Honorable Mention: 2017
- 2x SkillsUSA State Silver Medalist: 2017-2019
- Open Future Learning, Online Training:  
2017-2018
- Incident Command System certified: May 2016
- Students Against Destructive Decisions:  
2016-2019
- Student Ambassador: 2016
- Perfect Attendance: December 2016
- OSHA-10 Certified: December 2015
- Varsity Cheerleading: 2015-2019
- Highest Honor Roll: 2015-2019