



Grace Elizabeth Shoop

(806)773-3997 | grace@graceshoop.com | www.graceshoop.com

## EDUCATION:

---

### **Gaylord College of Journalism & Mass Communication**

#### *University of Oklahoma*

- Expected Graduation: May 2023
- Cumulative GPA: 3.82
- Major GPA: 4.0
- Public Relations and Women's & Gender Studies (WGS)

## AWARDS:

---

Theta Gamma Distinguished Scholar  
WGS Board of Advocates Scholarship  
Second Generation Journalism Scholarship  
Hold the Johnson Land Scholarship  
Tripp Hall Public Relations Scholarship  
Dean's List  
-5 semesters  
President's Honor Roll  
-4 semesters  
College of Arts & Sciences Honor Roll  
-3 semesters  
University College PACE Award Recipient  
Gaylord College Dean's Leadership Class  
OU Academic Achievement Award  
Gaylord Freshman Scholarship

## SKILLS:

---

|                           |                     |
|---------------------------|---------------------|
| Proficient in Adobe Suite | Teamwork            |
| Public Speaking           | Conflict Resolution |
| Enthusiasm                | Active Listening    |

## REFERENCES:

---

### **Mary Liz Eastland**

*Director, Camp Mystic for Girls*

- MaryLiz@campmystic.com
- (830)928-2715

### **Arlene Matthews**

*Managing Partner, Crenshaw, Dupree & Milam, L.L.P.*

- AMatthews@cdmlaw.com
- (806)762-5281

## LEADERSHIP & CO-CURRICULAR ACTIVITIES:

---

### **Delta Delta Delta Sorority | Theta Gamma Chapter**

- Vice President of Chapter Programming & Development 2022
- Director of Public Relations & Marketing 2021
- Co-Chair of Allyship & Inclusion 2020

### **Gaylord College Ambassadors**

- Chair 2022
- Interim Co-Chair 2021
- Director of Internal Recruitment 2021
- Assistant Director of Internal Recruitment 2020

### **Ambassador Liaison to Dean's Leadership Class 2020**

### **Dean's Leadership Class Member 2019**

### **Borderless Boomer Bites Food Blog**

- Editor-in-Chief 2022

### **Lindsey + Asp Advertising & Public Relations Agency**

- Public Relations Director 2022
- Account Lead 2021
- Creative Intern 2020

### **Gaylord College Dean's Recruitment Team**

- Student Representative 2020-2021

## PROFESSIONAL EXPERIENCE

---

### **Server**

**January 2022-Current**

*Hideaway Pizza, Norman, OK*

### **Student Assistant**

**August 2020-March 2022**

*Gaylord College Student Services, University of Oklahoma, Norman, OK*

- Triage student concerns; Proctor LST exams; Provide general office support to Dean of Student Affairs, Director of Advising + 3 advisors

### **Summer Intern**

**July 2021-September 2021**

*Lilly & Company, Austin, TX*

- Provided administrative support to staff
- Created and monitored social media for campaigns & created data-driven reports of findings, coordinated fundraising events

### **Camp Counselor**

**June 2020-July 2020, June 2021**

*Camp Mystic, Hunt, TX*

- Head Counselor 2021
- Activity Chair 2020 & 2021; Certified Lifeguard 2020

### **Courier**

**April 2019-August 2019**

*Mullin, Hoard & Brown, L.L.P., Lubbock, TX*

- Provided support and administrative services to attorneys and staff