

Grace Dawson

+1 (574) 309-6431
gfdawson01@gmail.com

EDUCATION

TRINITY COLLEGE DUBLIN, *Dublin, Ireland*

M.Phil. in Creative Writing

April 2026

MARQUETTE UNIVERSITY, *Milwaukee, WI*

Honors Bachelor of Arts Degree in Writing-Intensive English & Digital Media, *Summa Cum Laude*

May 2023

COMMUNICATIONS EXPERIENCE

QUARLES & BRADY LLP, *Milwaukee, WI*

Intellectual Property Legal Assistant

June 2023-August 2024

- Compiled and distilled research on case-relevant topics to assist attorneys in drafting case briefs
- Copyedited legal documents including case briefs, memorandums, cease-and-desist letters to enhance overall coherence

MARQUETTE UNIVERSITY CENTER FOR PEACEMAKING, *Milwaukee, WI*

Communications Assistant

August 2019-May 2023

- Wrote donor newsletter and website articles about Center events, interviews with students and professionals in the field
- Assisted with programming to foster community within the Center and the greater Milwaukee community

MARQUETTE UNIVERSITY OTT MEMORIAL WRITING CENTER, *Milwaukee, WI*

Lead Receptionist

August 2022-May 2023

- Managed and directed a team of receptionists to complete tasks involving website updates, account creation, client outreach, and organizational programming

Leadership Team

August 2021-May 2023

- Worked with fellow tutors and supervisors to adapt workplace pedagogy and implement new ideas into the standard workplace practices

Peer Writing Tutor

August 2020-May 2023

- Guided undergraduate and graduate students through all stages of the writing process, using tutoring strategies such as activity theory and motivational scaffolding, to develop writing skills

THE SABBATICAL PROJECT, *San Francisco, CA*

Social Media Manager

May 2022-December 2022

- Wrote feature articles and coordinated posts on LinkedIn to generate interaction and source new clients

NELSON MULLINS, LLP, *Washington, D.C.*

Government Relations Intern

January 2022-April 2022

- Used search engines and databases such as Bloomberg Government, Quorum, and LeadershipConnect to conduct research on relevant people and legislation of interest to the firm and its clients

OFFICE OF MAYOR TOM BARRETT, *Milwaukee, WI*

Head Intern

August 2021-December 2021

- Delegated tasks to fellow interns and performs final edits on written work, to best assist mayoral staff

Intern

June 2021- August 2021

- Corresponded with constituents in a manner representative with the mayor's position

SERVICE AND SKILLS

MIDNIGHT RUN, *Marquette University*

Co-Coordinator

August 2022-May 2023

- Worked with university staff and community partners to train and organize 200+ volunteers who worked
- Planned reflections and leadership retreat programming to promote the mission and philosophy of the group among participants

SKILLS

Adobe Creative Suite – Premiere Pro, Illustrator, InDesign, Audition | Canva | Mailchimp | LexisNexis