

# Grace Dittman

gdittman@mail.niagara.edu

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## EDUCATION

**Niagara University** – Lewiston, NY  
College of Hospitality and Tourism Management  
B.S. Hotel & Restaurant Management Concentration: Event Management  
Expected Graduation Date: December 2019

## EXPERIENCE

**The Benn Conger Inn** – Groton, NY May 2016 – August 2017  
Built in 1921, the Benn Conger Inn overlooks the Finger Lakes region and is the past home of state senator, Benn Conger.

### *Waitress*

- Catered large events including weddings, luncheons, graduations, and birthday celebrations
- Helped prepare and serve meals for full customer satisfaction
- Assisted in coordinating and organizing events
- Rotated between the job duties of prepping, waiting, and greeting
- Executed both formal and casual events
- Learned basic customer service skills through experience and training
- Trained and supervised new and temporary employees

**Shaw & Murphy PLLC** – Groton, NY August 2016 – August 2017  
Attorney's Office

### *File Clerk*

- Opened and organized all case materials involving confidential client matters
- Prepared documents, including retainer agreements and engagement letters
- Collaborated with attorney and paralegal in development of cases
- Developed basic Microsoft Word and Excel skills

**Village of Groton** – Groton, NY July 2014 – March 2017  
Recreation Department

### *Recreation Assistant*

- Organized and led project for primary ages children in arts and crafts
- Facilitated in preparation and worked concessions for Friday night concerts and Movie Nights
- Supervised children's activities at the First National Bank of Groton, 150<sup>th</sup> Year Celebration

## EXTRA CURRICULAR

**Club Managers Association of America** September 2017 – Present  
**American Legion Auxiliary Empire Girls State Alumni** June 2016 – Present  
**Groton High School Class of 2017** – Vice President September 2015 – Present

## CERTIFICATIONS

**ServSafe®: Food Protection Manager** October 2017 – Present