

Grace Polansky



Marywood University, Scranton, PA

Bachelor of Business Administration in Marketing | Graduating May 2027

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VOLUNTEER WORK / SOCIAL MEDIA CAMPAIGN - Maria Needs A Miracle

May 2026 – June 2026

- Generated **127.3K** views, **26.7K** viewers, and **3.7K** content interactions on Facebook during the six-week campaign.
- Drove **935** link clicks to the campaign's GoFundMe and organ-donation resources, supporting a fundraising effort that generated **\$22,445**.
- Created an independently managed social media campaign to raise awareness of organ donation and identify potential living donors for a transplant.
- Developed the campaign's visual identity, including original logo and branded graphics, while creating and publishing educational, informational, and health-update content.
- Directly contributed to **7** individuals pursuing living-donor testing, demonstrating measurable real-world impact beyond social-media engagement.

Work Experience

NEPA Tour Co. — Scranton, PA

Tour Guide & Social Media Assistant | April 2026 – Present

- Designed branded rack cards in Canva for print distribution, with designs approved by the company owner and displayed at tour locations and the local visitors bureau.
- Develop TikTok content ideas based on current social media trends, independently filming, editing, captioning, and publishing promotional videos to support brand awareness and tour engagement.
- Lead 1-2 themed tours weekly throughout Scranton, independently presenting memorized content, answering visitor questions, and managing tour schedules for guests.

Private Family - Union Dale, PA

Nanny / Childcare Provider | May 2025 – Present

- Provide consistent, full-time care for a 1-year-old child, independently managing daily routines, activities, meals, and developmental needs.
- Plan and maintain structured daily activities while adapting routines to the child's changing needs and maintaining a safe, supportive environment.
- Maintain clear communication with parents regarding daily activities, behavior, routines, and developmental progress, building trust through reliable and professional communication.

Barletta Roofing, Mt. Cobb, PA

Desk Associate – Office Operations | Sept. 2025 – Mar. 2026

- Created promotional flyers in Canva, coordinated local visitors-bureau advertising, and developed promotional displays for community outreach.
- Created large-format company signage and assisted with planning a company-sponsored event.
- Independently managed daily office operations, coordinating communications among homeowners, crews, suppliers, and company leadership.
- Scheduled appointments and estimates, prepared project estimates and pricing, communicated with homeowners, and processed customer payments.

Walmart, Dickson City, PA

Customer Service Associate / Cashier | July 2021 – Apr. 2024

- Managed customer service desk operations and store phone inquiries, directing customers to appropriate departments and resources.
- Processed high-value financial transactions including check cashing, money orders, and domestic/international money transfers while maintaining accurate cash handling.
- Managed and balanced a \$10,000–\$12,000 financial-services drawer and completed end-of-shift cash drops according to company procedures.
- Assisted approximately 50–100 customers per shift, resolving questions, complaints, returns, and service concerns while maintaining a positive customer experience.

SKILLS & AWARDS

PA Media & Design Competition — Regional 1st Place | 2021

- Collaborated with a three-person team to design and develop a website using Wix, contributing to digital design, content organization, and web development.
- Earned 1st Place regionally and advanced to the Pennsylvania state competition at Dickinson College.

Marketing: Digital Design, Promotional Marketing, Web Design, Branding, Content Development

Technology: Canva, Wix, HTML/CSS, Microsoft Office, Google Workspace, Retail Technology

Professional: Customer Relations, Communication, Organization, Problem-Solving, Scheduling, Project Coordination