

Grace Normand

(513)-665-9100 | grace_normand@outlook.com | Cincinnati, OH | [View Portfolio](#)

EDUCATION

Taylor University – Upland, Indiana
August 2022 – May 2026
B.A., Communication, Summa Cum Laude
Concentration in Organizational Communication,
minors in Sport Management and Professional Writing

- Study abroad in Budapest, Hungary, January 2025
- Outstanding Senior in Communication Award, 2026

SKILLS

- Microsoft Office
 - Adobe InDesign
 - AP Style
 - Content writing
 - Communication
 - Social media management
 - Organization
 - Problem-solving
-

EXPERIENCE

Sports Information Student Assistant

October 2024 – May 2026

Taylor University Athletics Department – Upland, IN

- Acted as producer and director for 20 or more live streams per year, updating the score, clock, and running commercials for sports including basketball, volleyball, softball, and baseball
- Assisted with camera operations for soccer
- Participated in setup and tear-down of media equipment, troubleshooting technology issues

Communication Department Teaching Assistant

August 2023 – May 2026

Taylor University – Upland, IN

- Graded weekly assignments for classes of 30-40 students
- Worked with students on the research method and design for their projects
- Made course material recommendations and updated assignment descriptions and class resources

Communications Game Day Intern

August 2025 – December 2026

Indianapolis Colts – Indianapolis, IN

- Assisted with press box setup, stuffing game programs with weekly press box notes and relevant materials
- Delivered stats to home ownership, visiting ownership, and network TV booths at the end of each quarter
- Attended post-game press conferences and open locker room sessions and transcribed interviews

Promotional Events Game Day Intern

March 2025 – September 2025

Cincinnati Reds – Cincinnati, OH

- Served as field escort for guests including special ceremonies, Color Guard and first pitch
- Located and prepared fans for in-game scoreboard promotions, ensuring proper sponsorship execution
- Escorted mascots and ensured completion of requested visits

Social Media Marketing Intern

May – August 2024

DeanHouston – Covington, KY

- Maintained internal social media pages through post ideation, development, and implementation
- Wrote awareness, publicity, and press release posts for client pages
- Utilized project management system to communicate with account managers and designers
- Scheduled internal and client posts through Hootsuite

Copy Chief

August 2023 – May 2024

The Ilium, – Upland, IN

- Oversaw all copywriting for the 2023-2024 yearbook
- Designated 3-5 writing assignments per week
- Proofread and edit all copy, total of 212 pages
- Coordinated with team of 10 members as needed

Media and Content Marketing Intern
DeanHouston, – Covington, KY

May – August 2023
April – August 2022

- Developed process for compiling comprehensive social media competitive audits
- Completed over 20 social media competitive audits
- Wrote social media posts for internal and client pages monthly
- Updated media plans and media schedules monthly

FREELANCE

Guest Contributor

September 2024 – May 2025

The Echo – Upland, IN

- Wrote “Normand’s Nuggets” columns for the sports section of Taylor University’s student newspaper, covering the biggest sports trends and season/playoff previews
- Delivered 3-4 articles per semester
- Received Third Place Award for Division III Sports Column by the Indiana Collegiate Press Association, 2025

VOLUNTEERING

Front Desk Check-In Assistant

Grant County, Indiana Special Olympics
February 7, 2026

Athlete Drug Testing Assistant

NCAA DII Track & Field Championships
March 15, 2025

Redsfest Autograph Booth Leader

Cincinnati Reds
January 16-17, 2026

Front Desk Check-In Assistant

Grant County, Indiana Special Olympics
February 22, 2025

Academy Shepherd

Uncommon Sports Group
April – June, 2025

Redsfest Sponsor/Vendor Escort

Cincinnati Reds
December 2, 2023

PROJECTS

[Crisis Communication Scorecard, May 2026](#)

[Buffalo Bills Strategic Communication Plan, April 2026](#)

[Volleyball Game Preview Video, November 2024](#)

[Taylor University yearbook copywriting, 2022-2024](#)

References available upon request.