

Stacy Grossman

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SUMMARY

Community leader who is detail-oriented, a good communicator and collaborator, and takes ownership of her responsibilities. My fundraising and grassroots successes rely heavily on my ability to connect and establish trust with others.

EXPERIENCE

Bexley City Hall

Assistant

Bexley, OH

April 2018 – Present

- Attend monthly Board meetings for both the Architectural Review Board and the Board of Zoning and Planning meetings
- Type and edit the minutes remotely

Jones Law Group, LLC

Legal Assistant

Columbus, OH

October 2015 – March 2018

- Entered payments from debtors into CUBS
- Ran and distributed reports to the Office Manager and Attorney General's office
- Worked with external contractors on report issues
- Maintained discretion when working with sensitive information and worked on special projects ad hoc

Grossman Foot and Ankle Center

Medical Office Assistant

Columbus, OH

October 2010 – October 2011

- Scheduled office visits and helped patients complete information forms
- Contacted pharmacies for prescriptions

Safe Auto Insurance Company

Claims Customer Service

Columbus, OH

July 2009 - September 2010

- Entered data and helped clients file claims
- Helped train new-hires

Limited Brands Logistics

Seasonal Material Processor

Columbus, OH

March 2009 - May 2009

- Prepared orders for distribution to Victoria's Secret stores nationwide

Jenny Craig, Inc.

Office Coordinator

Houston, TX

March 2007 - August 2008

- Oversaw office organization and inventory management
- Coordinated monthly inventory counts

- Managed weekly orders to headquarters in California

Toshiba International Corporation

Houston, TX

Customer Service/Account Management

July 2004 - August 2006

- Handled the supply chain for multiple industrial accounts
- Coordinated with engineers to ensure products were built correctly and on-time in a global manufacturing and distribution organization
- Managed and was a point of contact for our Outside Sales Force and top tier accounts
- Entered purchase orders into a pre-set system
- Coordinated with engineers when clients ordered special made industrial products
- Communicated with multiple departments to ensure on-time turnaround, shipping, and delivery

COMMUNITY INVOLVEMENT

Columbus School for Girls

Columbus, OH

Volunteer

August 2015 – Present

- Created and coordinated in-class and out-of-class events for students
- Produced content for weekly email correspondence to families
- Sourced vendors and items for fundraising galas while serving on Gala Committee
- Co-chaired the largest parent-led fundraiser to help finance school programming
- Coordinated fundraiser logistics with vendors and school leadership
- Served on Anti-Racism Task Force and provided feedback on current Codes of Conduct

Bexley Historical Society

Bexley, OH

Board of Trustee and Executive Officer

March 2019 – Present

- Discuss budget expenses
- Strategize ways to increase membership and create efforts to engage the community
- Locate information to add to the Historical Society's website
- Volunteered in co-sponsored events in collaboration with local entities and organizations

Bexley Diversity, Equity, and Inclusion (BDEI)

Bexley, OH

Co-Founder and Chair

May 2020 – Present

- Worked with members of City Council and Charter Review to create policy changes
- Position the organization to be a strong social justice presence in the community
- Facilitate monthly meetings with the Executive Committee and the general public
- Coordinate community engagement efforts

EDUCATION

Columbus, OH

Capital University

May 2016

Bachelor of Arts in Public Administration, Minor in Sociology