

# Allison Grace

<b>Full Name</b>	Allison Grace
<b>Address</b>	12874 Santa Fe Ave. Lindsay, OK 73052
<b>Phone</b>	1 (405) 664-1647
<b>Email</b>	allibr7@gmail.com

## Teacher Assistant/Bus Driver

<b>Location</b>	Mid-America Technology Center
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<b>Category</b>	Support Staff
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<b>Position Type</b>	Full Time
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<b>Remote/Hybrid</b>	Not Available
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<b>Pay Type</b>	
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<b>School Year</b>	
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<b>Internal Notes</b>	
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## Welcome!

Your answers will be automatically saved. You can pause and return to complete this application at any time. To begin, click "Next" below. All items marked with a red label are required and must be completed to submit your application.

Mid-America Technology Center considers all applicants for employment without regard to race, color, religion, gender, national origin, age or disability, or status as a Vietnam-era or special disabled veteran in accordance with federal law. This includes, but is not limited to, admissions, employment, financial aid, and educational services. In addition, Mid-America Technology Center complies with applicable state and local laws prohibiting discrimination in employment in every jurisdiction in which it maintains facilities. Mid-America Technology Center also provides "reasonable accommodations" to qualified individuals with disabilities, in accordance with the Americans with Disabilities Act and applicable state and local laws. Mike Eubank is the coordinator of the Mid-America Technology Center's effort to assure nondiscrimination.

## Resume

### Share Your Resume

If you would like, please share your resume with us.

 Alli Grace.docx

## Contact Information

### Contact Information

Please provide your contact information.

<b>Name</b>	Allison Grace
<b>Phone</b>	1 (405) 664-1647
<b>Address</b>	12874 Santa Fe Ave. Lindsay OK 73052

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## MATC Questions

Are you over the age of 18?

Yes

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Date you can begin to work

Mar 30, 2026

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Salary desired

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Are you willing to work overtime?

Yes

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Are you able to perform the essential functions of the position for which you have applied, with or without reasonable accommodation?

Yes

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Are you authorized to work for all employers in the United States on a full-time basis, or only for your current employer?

Federal laws require that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with such laws, all offers of employment are subject to verification of each applicant's identity and employment authorization, and it will be necessary for you to submit such documents as are required by law to verify your identification and employment authorization upon employment.

All Employers

Current employer only

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Have you ever been employed by Mid-America?

No

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State the name(s) of any relative(s) at MATC employ and your relationship to them.

None

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Have you ever been convicted of a crime?

No

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If yes to have you ever been convicted of a crime?

Please state the nature of the offense, when, where, and nature of the case.

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Have you ever served in the U.S. Armed Forces?

No

If yes to have you ever served in the U.S. Armed Forces?

Please list any job-related duties in the service, including special training that is relevant to the position for which you have applied.

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## Education

Education

Oklahoma City Community College

<b>Degree</b>		<b>Graduate?</b>	No
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<b>Dates</b>	Jan 1, 2010 - Jan 1, 2012
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**GPA**

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Moore Norman Technology Center

<b>Degree</b>	Cosmetologist	<b>Graduate?</b>	Yes
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<b>Dates</b>	Jan 1, 2008 - Jan 1, 2010
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**GPA**

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Norman North High school

<b>Degree</b>		<b>Graduate?</b>	No
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<b>Dates</b>	Aug 2, 2005 - May 2, 2009
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**GPA**

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## Prior Work History

Employment History

Owner / Cosmetologist

<b>Employer</b>	Hair by Alli
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<b>Dates</b>	Jan 1, 2012 - CURRENT
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<b>Location</b>	Norman OK, 73072
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**Salary**

<b>Reason For Leaving</b>	I have always wanted to do something in education
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<b>Supervisor Name</b>	Allison Grace
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<b>Supervisor Phone</b>	(405)664-1647
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**Supervisor Email**

<b>Can Contact?</b>	Yes
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Early Childhood Classroom Assistant

<b>Employer</b>	Giggles and Grace
<b>Dates</b>	Aug 11, 2025 - CURRENT
<b>Location</b>	
<b>Salary</b>	
<b>Reason For Leaving</b>	
<b>Supervisor Name</b>	Courtney Porras
<b>Supervisor Phone</b>	(405) 503-6729
<b>Supervisor Email</b>	
<b>Can Contact?</b>	Yes

Hostess / Waitress

<b>Employer</b>	Libbys Café
<b>Dates</b>	Jan 1, 2006 - Dec 31, 2013
<b>Location</b>	
<b>Salary</b>	
<b>Reason For Leaving</b>	Full time cosmetology
<b>Supervisor Name</b>	Scott Adkins
<b>Supervisor Phone</b>	(405)642-1366
<b>Supervisor Email</b>	
<b>Can Contact?</b>	Yes

## References

References

Jona squires

<b>Relationship</b>	Client
<b>Time Known</b>	8+ years
<b>Email</b>	Jonasquires@gmail.com
<b>Phone</b>	(405) 203-7699

Susan Gladhill

<b>Relationship</b>	Client and family
<b>Email</b>	Susan.gladhill@gmail.com
<b>Phone</b>	(405) 408-4333

Bronwyn Boswell

<b>Relationship</b>	Friend
<b>Time Known</b>	
<b>Email</b>	BBoswell@matech.edu
<b>Phone</b>	(405) 512-1895

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## Additional Applicant Information

### Memberships, awards, and additional training.

Please list job-related memberships, awards, or training that you believe qualify you for the position for which you are applying. Please do not include any job-related memberships, awards, or training that may tend to indicate the applicant's gender, age, race, national origin, religion, disability, or status as a Vietnam-era or special disabled veteran.

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### Skills, licenses, and/or trade/professional certifications.

That you believe are related to the job for which you are applying and specifically qualify you to work at Mid-America

Assisting with classroom routines, student supervision and safety, as well as following teacher instructions and lesson plans.

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### Additional information about yourself that you believe would be helpful in appraising your qualifications for the position for which you are applying:

Every client interaction taught me the importance of listening carefully, communicating clearly, and building trust. In addition to my experience in the beauty industry, I am also involved with my church where I assist in a Mother's Day out program helping kids learn in a safe and fun environment. I've been involved with cattle, equine, and swine over the years and all these experiences have shaped my work ethic, taught me to remain calm, dependable under pressure, and instilled a commitment to consistent hands on care, whether it be for people or animals.

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## Digital Signature

### Digital Signature

I understand and agree that:

1. The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, can be justification of refusal of employment, or if employed, termination from MID-AMERICA TECHNOLOGY CENTER's employ. I further certify that I, the undersigned applicant, have personally completed this application.
2. Any offer of employment I may receive from MID-AMERICA TECHNOLOGY CENTER is contingent upon my successful completion of MID-AMERICA TECHNOLOGY CENTER's total pre-employment screening process, including MID-AMERICA's receipt of references that it considers satisfactory and my satisfactory completion of any post-offer pre-employment medical examination that MID-AMERICA TECHNOLOGY CENTER may require. I also agree, if employed, to submit to a medical examination at any time MID-AMERICA TECHNOLOGY CENTER requests, in accordance with any applicable law. I hereby consent to having the results of any post-offer pre-employment or post-employment medical exams I may be required to take disclosed to MID-AMERICA TECHNOLOGY CENTER.
3. I understand that as a condition of employment, I may be required to undergo and successfully pass a screening for alcohol and/or drugs. I also understand and agree that, if employed, I may be required to submit to alcohol or drug screening at any time at the discretion of MID-AMERICA TECHNOLOGY CENTER. I hereby consent to having the results of any such alcohol or drug screening I may be required to undergo disclosed to MID-AMERICA TECHNOLOGY CENTER.

4. I authorize and request that all of my present and former employers and those individuals I have listed as personal references furnish information about my employment record, including a statement of the reason for the termination of my employment, work, performance, abilities, and other qualities pertinent to my qualifications for employment. I further authorize my present and former employers and those individuals I have listed as personal references to disclose to MID-AMERICA TECHNOLOGY CENTER any and all letters, reports, and other information pertaining to my employment with them without giving me prior notice of such disclosure. In addition, I hereby release MID-AMERICA TECHNOLOGY CENTER, my present and former employers, and those individuals I have listed as personal references from any and all claims, demands, or liabilities arising out of or in any way related to such investigations or disclosure.

5. In consideration of my employment, I agree to comply with the policies, rules, regulations, and procedures of MID-AMERICA TECHNOLOGY CENTER. I understand nothing contained in this application or conveyed to me during any interview that may be granted is intended to create an employment contract, express or implied, between me and MID-AMERICA TECHNOLOGY CENTER. I further understand that no administrator or representative of MID-AMERICA, other than the Superintendent, subject to the approval of the Board of Education, has any authority to enter into any agreement with me for employment with MID-AMERICA TECHNOLOGY CENTER, and that any such agreement, if any, shall be in writing, signed by the Superintendent, and approved by the Board of Education.

6. I understand that if offered employment, I will, as a condition of my employment, be required to submit proof of my identity and legal right to work in the United States on or before my first day of employment.

7. If the position for which I have applied requires driving an automobile or a school bus in the course of work, I understand that I will be required to possess a current, valid, and appropriate Oklahoma drivers license or a school bus license, and I understand that I may be required to provide a copy of my driving record and proof of insurance.

8. I have reviewed the essential job functions of the position applied for and hereby certify that I am able to do them with or without a reasonable accommodation.

9. In processing my application for employment, I understand that MID-AMERICA TECHNOLOGY CENTER may obtain or have prepared a consumer or investigative report for employment purposes concerning my prior employment, military record, education, credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, criminal background, or mode of living. I understand that upon written request to MID-AMERICA TECHNOLOGY CENTER, I will be informed whether an investigative consumer report was requested and given full information as to the nature and scope of this investigation. (I understand that an investigative consumer report is a report in which information concerning my character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with neighbors, friends or associates with whom I am acquainted.) By signing below, I am authorizing MID-AMERICA TECHNOLOGY CENTER to obtain a consumer or investigative consumer report on me as a part of MID-AMERICA TECHNOLOGY CENTER's pre-employment background screening process. If I am offered employment by MID-AMERICA TECHNOLOGY CENTER, I further authorize MID-AMERICA TECHNOLOGY CENTER to obtain additional consumer reports on me for employment purposes at any time during my employment. By my signature below, I also acknowledge that MID-AMERICA TECHNOLOGY CENTER has provided me with a summary of my rights under the Federal Fair Credit Reporting Act.

10. I understand that the request for the information above will be used to acquaint MID-AMERICA TECHNOLOGY CENTER with my qualifications for employment and

does not in any way constitute an offer of employment.

My signature below certifies that I have read and understand this pre-employment statement and agree to the terms and conditions outlined herein.

*Allison Richelle Grace*

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Electronically signed by Allison Richelle Grace at 03/10/2026 1:46 pm

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Allison "Alli" Grace  
12874 Santa Fe Ave.  
Lindsay,, OK 73052  
(405) 664-1647  
[Allibkr7@gmail.com](mailto:Allibkr7@gmail.com)

August 28<sup>th</sup>, 2025

Hiring Committee  
Mid-America Technology Center  
27438 State Highway 59  
Wayne, OK 73095

Dear Hiring Committee

I am excited to submit my application for the Teaching Assistant position at your Career and Technology Education Center. As a proud graduate of the Moore Norman Technology Center's Cosmetology Program, and a small business owner, I have a deep appreciation for hands-on learning and real world career preparation. My experience in both the education system and industry makes me eager to support students in their own journeys to success through career technical education.

For over a decade I have owned and operated my salon business, Hair by Alli, where I manage appointments, mentor aspiring stylist, and uphold the highest professional standards. I am organized, dependable, trustworthy, and have strong customer service and communication skills. I am driven by a desire to help others grow, and am confident in my ability to assist instructors through a positive and encouraging learning environment for both high school and adult learners.

As someone who is a graduate of a CareerTech Program, I understand the value of Career Technical Education. I would be honored to contribute to Mid-America Technology Center's goals. I am ready to bring energy, professionalism, and a strong work ethic to this role.

Thank you for considering my application. I would love to have the opportunity to speak with you and learn more about your team.

Sincerely,

Allison "Alli" Grace

## **Allison "Alli" Grace**

Wayne, Oklahoma | (405) 664-1647 | [allibr7@gmail.com](mailto:allibr7@gmail.com)

Licensed Cosmetologist | Small Business Owner

### **Professional Summary**

Organized, dependable, trustworthy, and have strong communication skills with 10+ years experience coordinating appointments and delivering excellent customer service. I am skilled in bookkeeping, inventory, and confidential client communication through small business ownership. Known for precision, integrity, and building trust through communication. Ready to support students and staff with timely and accurate professionalism.

### **Key Skills**

- Book Keeping & Record Keeping
- Confidentiality & Professionalism
- Time Management & Task Prioritization
- Appointment Coordination & Calendar Systems
- Patience & Adaptability
- Point of Sale & Inventory Systems (Square)
- Customer & Staff Communication
- Team Collaboration & Positive Attitude
- Empathy & compassion

## Professional Experience

Hair by Alli— Owner / Cosmetologist

Norman, OK | 2012– present

- Oversee all daily operations of a small business, including financial management, purchasing, inventory control, and client billing.
- Built and maintained a loyal client base by providing personalized and attentive customer service.
- Schedule appointments, respond to inquiries, and maintain records using digital systems.
- Communicate clearly and professionally with a diverse client base.
- Maintain a clean, safe, and welcoming space.
- Problem solving and adaptability through last minute scheduling or style changes.

Libby's Café' — Hostess / Waitress

Goldsby, OK | 2006 — 2013

- Delivered excellent customer service in a busy environment while managing multiple priorities
- Handles transactions and POS systems with accuracy
- Assisted in training new employees and creating a welcoming atmosphere.
- Learned professionalism, attention to detail, and teamwork in a family business setting.

## **Education & Certifications**

### **Moore Norman Technology Center — Cosmetology Program**

Norman, OK | 2008-2010

\*Licensed Cosmetologist — Active License \*

### **Oklahoma City Community College**

Oklahoma City, OK | 2010-2012

\*General Education Coursework\*

### **Norman North High school**

Norman, OK | Class of 2009

## **Community Involvement**

- Washington FFA & 4-H Booster Club Member
- Vacation Bible School & Children's Church Volunteer — Goldsby Baptist church
- Mentor for 4-H Clover Buds and Youth Livestock Projects
- Lifelong involvement in agriculture including family livestock and swine operation.