

Kailey B. Resume

Kailey

B [REDACTED]

Address | City, State Zip

555.555.5555 | email address

Objective

A recent college graduate eager to add value in an entry-level communications, writing, media, editing, research, problem solving or critical thinking position, offerings exceptional skills including listening, time management, organization, and linear and solutions-based thinking.

Education

[REDACTED] State University | May [REDACTED]

Bachelor of Arts Degree in English
Minor in Italian

[REDACTED] State Community College | May [REDACTED]

Associate of Science Degree in General Science

Core Competencies

- Creative Writing
- Summarizing Ideas
- Independent Thinking
- Persuasive Writing
- Managing Information
- Researching Skills
- Precise Language
- Evaluating Results
- Analyzing Text

Work History

Thomas and Company | [REDACTED], TN

June [REDACTED] to present

Claims Analyst

- Process unemployment claims accurately and efficiently while following national and state regulations; maintain understanding of employment laws in all 50 states
- Work in partnership with state claims adjudicators and client representatives; recognized for thorough, timely, accurate work
- Utilize Workforce 3.0 and other systems specific to the industry to appropriately further the claims process

PetSmart | ██████████, TN

January ██████████ **to June** ██████████

Groomer and Customer Service Associate

- Cared for customers' pets during the bathing and grooming process; carried out responsibilities in accordance with the pet owners' requests and in the best interest of the animal; provided exceptional service
- Examined the animal for external infection, disease and injury; communicated with owner if needed; ensured the animal stayed calm, comfortable and safe; maintained a sanitized and safe work station

Puckett's Grocery and Restaurant | ██████████ TN

June ██████████ **to May** ██████████

Hostess

- Greeted restaurant patrons; led parties to their seats; explained any specials; accommodated special needs; solved problems as needed; introduced party to their server; maintained clean and welcome entry area

River Edge Farm Horse Rescue ██████████, TN

June ██████████ **to present**

Volunteer, Exercise Rider, Media Intern

- Assist in the rehabilitation of injured horses; provide exercise and training according to the charity administrators; prepare horses for adoption; update charity website; write news releases and blog postings; maintain adoption records

Cultural Exchange Experiences

Istituto Tecnico Commerciale Capriotti | San Benedetto del Tronto, Italy

September ██████████ **to June** ██████████

- After graduating from high school one year early, I was able to enroll in the Capriotti Institute, an intensive cultural immersion program providing experiences in scientific, technological and linguistic study in Italy; traveled throughout Europe by train, experiencing cultures and traditions of several other countries.

About This Project

Kailey Baker:

“Kate did a great job with my resume! She used key words that employers in my field were looking for, and knew the most pertinent information to include from my work/school history. I felt confident handing out my resume knowing that it included all of the necessary details and was relevant to the industry I was trying to break into.”