**Kayla Cartwright**

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**OBJECTIVE**

* Seeking experience and growth in Health due to my chosen degree of study. I am looking to gain skills that will help me in the future and I want to gain knowledge in different fields of my degree of study.

**EDUCATION**

* Bachelor of Science, Colorado State University Graduated Dec 2013
* Major: Health and Exercise Science GPA 3.5
* Concentration: Health Promotions
* Minor: Business Administration

**WORK EXPERIENCE**

***Highland Meadows Golf Course*  August 2012- Current**

* I work as a banquet server, a server, and a beverage cart server where I have a number of responsibilities that include serving customers, setting up and cleaning up the venue and restaurant, restocking the cart and restaurant, and handling money. I also open and close when needed.
* I gained knowledge in proper serving skills, communicating with customers, dealing with busy situation, and multitasking skills, which has helped me with my time management.

***Hilton Hotel- Fort Collins*  August 2011- August 2012**

* I work as a banquet server so I am responsible for setting up for events, serving at the events and cleaning up after the events have ended.
* I gained knowledge in proper serving skills, how to properly set a table for a formal event, and I was able to communicate with guest, which has allowed me to perfect my interactions with customers.

***Ripple Pure Frozen Yogurt- Boulder* December 2010- August 2011**

* I was able to help the owners open the store and along with this, I was promoted to a morning manager over summer.
* I was responsible for opening the store, counting the bank, keep track of and order inventory, register, clean, prep food, and close the store.
* I gained knowledge on how to keep track and order inventory based on store needs, count the bank ensuring money was not missing and my responsibilities of being a manager helped me learn the valuable lessons and skills of running a business

***Cherry Hills Country Club* May 2010-August 2010**

* I was responsible for setting up, cleaning up and preparing for events hosted at the country club.
* I gained knowledge in proper serving technique along with customer service skills such as dealing with and attaining to customers when something was needed.

***Goldblum Lentz & CO* May 2010- August 2010**

* My tasks were to answer the phone, perform research work for deal which involved finding potential private equity first that fit the needs of a given company along with calling and following up with interested parties
* I gained knowledge in phone etiquette and the ability to research for valuable company information on the Internet. I was responsible for finding out what types of companies they funded along with the size of funding they offered.

**PROFESSIONAL EXPERIENCE**

***ECHO Banner Health Employee Wellness Program* Fall 2013**

* Biometric screenings and counseling for employees and their spouses
* Data inputting and sending results out to employees
* Traveling to the western region banner facilities to provide them with biometric screenings
* Put on incentive programs for employees

***City of Fort Collins Employee Wellness Program* Summer 2013**

* Conducted health screenings including blood pressure and body composition readings
* Created marketing collateral, flyers, and posters
* Recorded employee data obtained from health screenings

***Poudre Valley Health System Healthy Hearts Program*  Spring 2013**

* Educated students about healthy eating and what affect their diet has on their health
* Prescribed students with ways to exercise to improve their health
* Conducted blood glucose testing, fasting blood glucose, and BMI calculations
* Set up booths to educate the public about how to lower their cardiovascular risk
* Helped run a club educating 5th grade students about how to make living a healthy life easy

***Colorado State University Adult Fitness Practicum*  Fall 2012**

* Taught group warm-up routines and fitness classes
* Trained the adults and elderly population in proper exercise form
* Recorded the participants blood pressure both pre and post workout

**CERTIFICATION**

* American Red Cross for First Aid/ CPR/ AED Instruction Certification
* Phlebotomy Certification through Banner Health