

## **MICAYLA PRESLEY**

(480) 322-6019

micaylapresley@hotmail.com

113 SE 6th St. Redmond, OR 97756

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### **PROFESSIONAL SUMMARY**

Reliable, efficient and professional worker with office, human resources, sales experience, writing, and touch typing (70 WPM). Fluent in English, Spanish and Sign Language. Looking to gain experience in programming.

#### **Key Strengths**

- Proficient in Microsoft Office Applications: Power Point, Excel and Word
  - Cash handling and customer service
  - Calm under pressure, friendly personality and good teamwork
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### **PROFESSIONAL EXPERIENCE**

Anytime Fitness

2013-2014

#### ***Personal Trainer/Sales Rep***

- Performed fitness assessments and gave introductory training sessions
- Sold personal training packages
- Performed personal training and small group training sessions
- Kept an organized office and performed administrative work

Ray's Food Place

2015-2016

#### ***Checker/Courtesy Clerk***

- Cashier
- Fill and face the aisles
- Keep the store clean

Logan's Market

2016-2018

#### ***Produce/Dairy/Floral/Bulk Manager***

- Write orders
- Track inventory/revenue
- Fill all departments

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Oregon Army National Guard

2017-present

***Human Resources Specialist/RRC Admin Assistant***

- In-process and transfer new soldiers returning home from BCT/AIT to their parent units
- Create job, promotion, and release orders in RCAS using information derived from both iPerms and SibX
- Keep records up to date in Excel
- Update birth month reviews for all soldiers in the unit to maintain readiness

**EDUCATION AND PROFESSIONAL DEVELOPMENT**

High School Diploma, Ace of Clubs Home School, Dover, DE- graduated: 2007

Wilmington University, Dover, DE 2008-2010

National Council for Certified Personal Trainers, San Diego, CA- graduated: 2013

Army Basic Combat Training- graduated 2017

Army Advanced Individual Training for Human Resources Specialists- graduated: 2018

**REFERENCES**

***Matthew Stubbs, Owner and Operator of Cascade Professional Computing***

(541) 408-1575

[stubbsmc@hotmail.com](mailto:stubbsmc@hotmail.com)

***SSG Dylan Boggs, Administrator for the Recruit Retention Command (RRC), Springfield Armory***

(503) 584-3147

***SFC Kaylea Willhite, Lead Administrator for the RRC, Springfield Armory***

(503) 584-3104