

Katelyn Ray

4006 Hounds Chase Drive, Wilmington, NC 28403 • (919) 619-4628
katelyn.ray34@gmail.com • www.katelynray.com

Education

Bachelor of Arts

May 2018

University of North Carolina at Wilmington – Wilmington, North Carolina

Major: Psychology

Minor: Neuroscience

Work Experience

Recruiter

July 2018 - Present

Bankers Life - Wilmington, North Carolina

- Verify job requirements by screening applicants resumes for five different offices and manage over 10,000 applicants in an internal database
- Prepare daily reports for branch managers
- Recruit potential applicants at career events in the community
- Ensure potential agents are completing all requirements before being contracted
- Train current and new recruiters

Assistant Manager

July 2016 - July 2018

Smoothie King - Wilmington, North Carolina

- Ordered products, recorded inventory, created schedules, planned & assisted in meetings, analyze & record profits
- Created marketing materials and organized sponsored events
- Opened and closed the store independently

Stand Attendant

April 2018 - September 2018

The Original Ice Cream Stand - Wrightsville Beach, North Carolina

- Opened and closed the store independently
- Provided efficient and accurate services to customers

Undergraduate Research Assistant

August 2017 - April 2018

UNCW Psychology Department - Wilmington, North Carolina

- Conducted study: Increasing Physical Activity in Adults with Deposit Contracts
- Recruited and onboarded participants
- Met weekly with participants to gather and analyze data using SPSS and Microsoft Excel
- Presented study findings at the North Carolina Association for Behavior Analysis 2018 conference

Sales Associate

August 2015 - November 2016

Clothes Mentor - Wilmington, North Carolina

- Opened and closed the store independently
- Assisted customers in locating and purchasing merchandise
- Organized inventory and completed other assigned tasks

Skills

- Customer service, Team-work, Marketing, Time Management, Proficient in Microsoft Word, Powerpoint & Excel, Familiar with Statistical Package for the Social Sciences (SPSS), Organization, Planning and scheduling events, Data collection, Communication, Microsoft Excel
- Empathetic, Dependable, Adaptable, Loyal, Motivated, Goal-driven, Detail Oriented

Affiliations & Certifications

- North Carolina Association for Behavior Analysis Member January 2018
- CITI Investigators, Staff and Students Certification January 2017 - Present
- CITI Social/Behavior Research Certification January 2017 - Present