

Kaitlyn Daniel

2975 E. College Ave. #19 Boulder, CO 80303 | 304-712-8190 | danielk2395@gmail.com

Education

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| August 2018 - Current | <i>Marshall University</i> , Charleston, WV – M.A. in Counseling <ul style="list-style-type: none">- Current GPA 4.0 |
| August 2013 – May 2017 | <i>Concord University</i> , Athens, WV – B.S. in Business Administration <ul style="list-style-type: none">- Emphasis in Management- GPA 3.42 |

Work Experience

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| August 2018 – September 2019 | <i>VIPKID Independent Contracted ESL Instructor</i> , Boulder, CO <ul style="list-style-type: none">- Time management in classrooms- Follow set curriculum and guidelines- Tailor curriculum to fit the needs of individual students- Create extension activities to expand learning of curriculum- TESOL certified- Communicate with parents via detailed feedback to aid in student learning |
| June 2019 – September 2019 | <i>Core Sales Associate at Athleta</i> , Boulder CO <ul style="list-style-type: none">- Support sales floor, fitting room, cash wrap, and back of house- Engage with customers to drive sales and service using suggestive selling- Process ship from store packages, transactions, and refunds- Process inventory and restock floor when necessary |
| September 2017 – January 2018 | <i>Sales Associate at Pier 1 Imports</i> , Boulder CO <ul style="list-style-type: none">- Welcome and educate customers on current sales promotions- Assist customers in finding products that best fit their needs- Process sales transactions and refunds, accurately and in timely fashion- Answer questions and address problems in person and via phone- Set-up and maintenance of visually appealing displays in the store |
| August 2014 – May 2017 | <i>Division of Business Office Assistant at Concord University</i> , Athens, WV <ul style="list-style-type: none">- Conducted research for division- Performed data entry using Excel, Qualtrics, and Survey Monkey- Handled mail and other communications correspondence- Answered phone and observed proper phone etiquette- Skilled in Microsoft Office Suite |

Community Service

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| August 2013 – May 2017 | <i>Bonner Scholar Volunteer at Concord University</i> , Athens, WV <ul style="list-style-type: none">- Looked up patients in hospital database- Greeted and escorted guests and patients to rooms- Trained Junior Volunteers- Fundraised for American Cancer Society- Lead group meetings- Managed and organized social events- Developed materials to educate others about environmental issues |
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