

# Kaitlyn Daniel

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## Education

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| August 2018 - Current  | <i>Marshall University</i> , Charleston, WV – M.A. in Counseling         |
|                        | - Current GPA 4.0  |
| August 2013 – May 2017 | <i>Concord University</i> , Athens, WV – B.S. in Business Administration |
|                        | - Emphasis in Management   |
|                        | - GPA 3.42   |

## Work Experience

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| July 2019 - Current           | <i>Core Sales Associate at Athleta</i> , Boulder CO                             |
|                               | - 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                            |
| August 2018 – August 2019     | <i>VIPKID Independent Contracted ESL Instructor</i> , Boulder, CO               |
|                               | - 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     |
| September 2017 – January 2018 | <i>Sales Associate at Pier 1 Imports</i> , Boulder CO                           |
|                               | - 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 |
|                               | - 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 |
|                       | - 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 |