

KAYLEEN PINKHAM

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~~Skills Summary~~

I am proficient with Word and other Microsoft Applications, and I use Google applications daily. I excel at written communication. I am trained to read creative works critically and provide constructive feedback.

Education

Bachelor of Art / May 2021

I attend Saint Mary's College in Notre Dame Indiana. I have a GPA of 3.1. English Writing is my major. I spent two semesters studying abroad in Rome, Italy. I became a member of Sigma Tau Delta spring 2020.

Experience

Walmart

Sales Associate / May 2019-present

I was a cashier tasked with maintaining good customer service, brand standard, and the security of products before purchase.

Healthwin

Dietary Aid / September 2017-August 2018

I was a member of the dining hall service team; I was tasked with maintaining cleanliness of my section and good customer service with the residents and their family.

Miller's Merry Manor

Dietary Aid/ June 2017-September 2017

I was a member of the dietary staff and I was to maintain good customer service and cleanliness of my work areas.

Awards and Acknowledgements

Valedictorian / Oregon-Davis Jr./Sr. High School