

KP

KAYLA PRESTON

CONTACT INFO

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Martinsville, VA



CAREER OBJECTIVE

A highly motivated and determined Information Technology student, looking to utilize skills and education obtained and join a growing organization. With a proven ability to plan, lead and follow through, uses organizational and conflict resolution skills to maneuver complex environments and assist diverse populations. Desires an opportunity to demonstrate my administrative skills and foster professional growth.

PROFESSIONAL SKILLS

TECHNOLOGY

- ⇒ Microsoft Office: Excel, Outlook, Word, PowerPoint, PC, IOS/MAC, and SharePoint
- ⇒ Google IT Technical Support Fundamentals

COMMUNICATION

- ⇒ Written & Verbal
- ⇒ Social Media Platforms

OFFICE | ADMINISTRATIVE

- ⇒ Fax | Scan | Copy | Print
- ⇒ Phone Etiquette

EDUCATION

Master of Science, in progress, expected 5/2026 Old Dominion University

- Major: Computer Science
- College: College of Science

Bachelor of Science in Business Administration 05/2024, Old Dominion University

- Major: Information Systems and Technology
- Department: Info Systems/Dec Sciences
- College: Strom College of Business

Associate of Arts and Sciences, 05/2021 Patrick & Henry Community College

- Specialization in Information Technology
- Graduated with Honors — Cum Laude

WORK EXPERIENCE

Reports Coordinator – Ross Innovative Employment Solutions

April 2024 – Present – Martinsville, VA

- Reports pulling for entire region (10).
- Sending payroll timesheets and spreadsheet for staff and Case Manager clients.
- Monthly Time Sheet Allocation with percentages.
- Supply Orders for three offices (Martinsville, Danville, Patrick County).
- Submitting Invoices and incentives by deadlines.

Administrative Assistant – Ross Innovations Employment Solutions

February 2024 - April 2024 – Martinsville, VA

- Administrative Duties: Payroll, pulling reports, monthly reporting's, and email correspondence.
- Assist Program Director with files and incentives when needed.

Key Holder - Jo-Ann Fabric & Craft Stores

July 2021 – February 2024 – Martinsville, VA

- Assists the Store Management team with leading the store team members by observing/coaching individuals as well as performing operational duties that include but are not limited to opening/ closing, ensuring store compliance, and finding creative ways to drive the business. and procedure compliance including, but not limited to, cutting counter accuracy, remnants, damages, and inventory management.
- Administrative duties: Filing paperwork/reports, scanning, faxing, copying, email correspondence, telephone/conference calls.
- Assists leadership in minimizing shrink in the store by ensuring policy.