



KAYLAH WHALEY

*Administrative Assistant, Social Media
Marketing, Web Development*

CONTACT

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EDUCATION

BACHELOR OF SCIENCE: INTERDISCIPLINARY STUDIES

2019

East Tennessee State
University
Johnson City, Tn

COMPUTER SKILLS

HTML
CSS
SQL
JavaScript
Bootstrap 4
jQuery
Adobe Photoshop
Google Analytics
Google AdWords
Microsoft Office Suite

ABOUT

Enthusiastic, hard-working, and experienced professional seeking opportunities in Web Development, Social Media Marketing, and Digital Marketing. Past Experience includes program direction, website development and design, social media marketing and administrative assistance.

SPECIALIZATIONS

Event Planning and Scheduling
Web Development and Design
Social Media
Digital Marketing
Office Administration
Google Analytics

Basic Graphic Design
Customer Service Experience
Managing Skills
Basic Knowledge of SEO
Strong desire to learn
Google AdWords

EXPERIENCE

ASSISTANT DIRECTOR/SOCIAL MEDIA COORDINATOR

Premier Athletics | Aug 2010 - Present

- Planned, designed, and implemented daily social media content
- Managed Staff and created staff schedules
- Planned special events for better customer experience and growth
- Assisted the director with daily administrative tasks
- Communicated with staff to achieve a more comfortable work environment as well as communicating with customers for better customer experience

JUNIOR WEB DEVELOPER/DIGITAL MARKETING SUPPORT SPECIALIST

Fastek Technology Solutions | Oct 2018 - Present

- Assisted in building web applications and websites
- Assisted in updating Web Content on Company Website
- Data Entry with SQL