Kayla O'Neal

Contact Me: Web:oneal-kayla.com
                                    Email: kaylaoneal0@gmail.com
                                    Phone: upon request

Objective:

To help others by providing friendly service and gain work experience.

Education:

Florida State University (Tallahassee, FL)   May 2012-August 2016
Bachelor of Science, Information Technology

Palm Beach State College (Dual Enrollment)

Work Experience:

Personal Assistant - Health and Wellness Chiropractic Office:
- Performed various office tasks such as answering calls, providing information to patients, arranging meetings and interviews, managing records, typing and word-processing, greeting customers, scheduling appointments, checking insurance verification, performing some medical chiropractic treatments such as electric shock therapy and ultrasounds, and faxing records to different law firms.

Sales Associate - Bill's Bookstore:
- Performed many in store tasks such as stocking textbooks, finding textbooks for students and cashier duties.

At Home Advisor - Apple:
- Served customers by determining needs, answering trouble-shooting questions, resolving problems, fulfilling requests and maintaining notes.

Apprentice Web Master – The Children's Campaign
- Shadowing and helping to maintain, update and develop companies' website. Utilize languages such as HTML and CSS.

Volunteer/ Extra Curricular Activities:

Glades Central Marching Band
(Section Leader) (2010-2012)

International Thespian Society
(Vice President)

Glades Central Technical Team
(Light/Sound/Stage Tech) (2008-2011)

National Honor Society (2011-2012)

Student Council (2008-2009)

Science Scholar (2010-2012)

Digi-Tech (2012-2013)

Phi-Eta Sigma (2012-2013)

Belle Glade Library (2006-2010)

Debutante (2008-12)

Belle Glade Health Department (2009-2010)

Mt.Zion Soup Kitchen (2010-2013)

Palm Beach Sheriff's Explorers (2010-2012)

Day Care Center (2008-2009)

Delta Gems (2008-2012)

The Children's Campaign

Job/Technical Experience

I am familiar/ have some experience in the following languages/software:

Web Development
• HTML
• CSS

Programming Languages
• C++
• C#
• Java
• UNIX

Database
•MySQL

Graphics
• Illustrator
• Photoshop
• Animation