



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
B.S Information Technology

Work Experience:

Personal Assistant At 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 at Bill's Bookstore:

Performed many in store tasks such as stocking textbooks, finding textbooks for students and cashier duties.

Apple At Home Advisor:

Served customers by determining needs, answering trouble-shooting questions, resolving problems, fulfilling requests and maintaining notes.

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)

Job/Technical Experience

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

Web Development

- HTML
- CSS

Graphics

- Illustrator
- Photoshop
- Animation

Programming Languages

- C++
- C#
- Java
- UNIX

Database

- MySQL