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Contact Me:

Web: [oneal-kayla.com](http://oneal-kayla.com)

Email: [spiffyslippers@yahoo.com](mailto:spiffyslippers@yahoo.com)

Phone: (561) 914-1599

### Objective:

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

### Education:

Florida State University (2012 – present)

Palm Beach State College (Dual Enrollment)

### 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

### Programming Languages

- C++
- C#
- Java
- UNIX

### Database

- MySQL

### Graphics

- Illustrator
- Photoshop
- Animation

## References

Ana Plumley (manager at Apple) 916.397.5984  
Tequilla Jones (personal reference) 561.261.0065  
Cherie Boone (personal reference) 561.281.3783



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Contact Me:

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Dear Sir or Madam,

I am writing you in regards to the position. I believe that I am a highly motivated and determined student who hopes to contribute to a company that is as great and dynamic as yours. I believe that I carry some skills that I can contribute to help benefit the company. Please allow me to highlight some:

- Some experience in various computer-programming languages such as C++, Java, SQL, etc.
- Able to work in groups cooperatively
- The capacity to learn and apply new information quickly and accurately
- Able to effectively manage my time through careful planning and organization of work activities
- An aptitude for identifying and resolving problems efficiently
- A passion for learning new things

These are just a few of the skills that I carry and hope to bring to the table to you and your company. Thank you so much for your time and consideration.

Kayla O'Neal