

-Kayleigh E. Barron-

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SKILLS

- Problem Solving
- Multitasking
- Time Management
- Customer Assistance
- Microsoft Office
- Desk Operations
- Inventory Management
- Attention to Detail
- Microsoft Excel
- Communication
- Collaborative Team Member
- Phone Etiquette

EDUCATION

- ❖ **BS in Business Management** May 2024
The University of Tennessee at Chattanooga, Chattanooga, TN
UTC Dean's List

CAMPUS AND COMMUNITY LEADERSHIP

- ❖ **Student Government Association** August 2019 - May 2023
-The University of Tennessee at Chattanooga
 - Chair of the Student Affairs and Academic Success Committee August 2022-May 2023
 - Chair of the Social Issues Equity and Diversity Committee Fall 2021 - May 2022

FULL TIME WORK EXPERIENCE

- **Bankers Life- Insurance Agent** August 2024 - Current
 - Maintained strong communication and interpersonal skills to organize appointments and conduct meetings
 - Assisted clients in understanding policy options and provided tailored insurance solutions
 - Strong knowledge of insurance products
 - Conducted needs analysis to recommend appropriate insurance products, increasing customer satisfaction
- **NBPS Virtual Solutions- Administrative Assistant** March 2021 - May 2023
 - Answered and directed phone calls
 - Maintained supplies inventory; anticipated supply need; placed and expedited orders for supplies; verified receipt of supplies
 - Organized and scheduled appointments and meetings
 - Assisted in the preparation of regularly scheduled reports
 - Researched and created presentations for public speakers and team staff meetings

PART TIME WORK EXPERIENCE

- **Starbucks - *Barista*** June 2021 - May 2024
 - Received award for *Partner of the Quarter*
 - Ability to carry out multiple tasks at once
 - Respond to orders, questions, concerns, and complaints in a polite and efficient manner
 - Stay current on monthly training which presents safe practices of food preparation and delivery

- **Housing and Residential Life - *Residential Assistant*** January 2022 - May 2023
 - The University of Tennessee at Chattanooga*
 - Counsel students on various personal, academic, or social issues
 - Maintain a college residence hall of over 30 students
 - Maintain all bulletin boards and flyers with accurate and useful information

- **Student Success Programs - *Peer Mentor*** June 2021 – August 2021
 - The University of Tennessee at Chattanooga*
 - Mentored incoming freshman students on the college experience
 - Followed program guidelines to support students and the university
 - Offered support and guidance on a variety of topics including academic, social, and collegiate success

- **Aramark - *Chick-fil-A, Team Member*** February 2020 - April 2021
 - Successfully communicated with all team members to navigate job duties and complete daily tasks.
 - Restocked food items, including condiments and toppings, when inventory ran low.
 - Managed cash and credit card transactions with efficiency and accuracy of above 98%

- **Dairy Queen - *Team Member*** August 2018 - February 2020
 - Kept register accurately through correct billing, payment processing, and cash management practices
 - Cleaned and sanitized work areas throughout hours of operation and at the close of business