

KYLIE MCLENITHAN

GET IN TOUCH!

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PERSONAL SUMMARY:

I am just beginning my transition from student life into the workforce. I am looking for a full time opportunity where I can utilize my diverse range of skills acquired from my equally diverse background. I am seeking a work environment where initiative and self-driven progress are both valued and encouraged as these are my strongest attributes. I thrive in environments where success and progress are quantifiable as well as opportunity to move forward in the company as responsibility and the need for ingenuity increases in my position over time.

SKILLSET:

- Maintaining security and telecommunications systems
- Documenting and communicating various actions, irregularities, and continuing needs
- Providing administrative and clerical support
- Problem Solving
- Confident & Professional Manner
- Organization
- Social media management and proficiency
- Instagram
- Twitter
- Facebook
- Hootsuite
- Word
- Excel
- Google Docs
- Google Sheets
- Google Slides

ACADEMIC HISTORY:

UNIVERSITY OF SOUTH FLORIDA
January 2020- April 2020

UNIVERSITY OF FLORIDA
August 2020- April 2021

WORK EXPERIENCE:

TEMPFORCE (GAINESVILLE, FL JANUARY 2021- APRIL 2021)

temp-worker

- Answered the telephone; taking and relaying messages; provided information to callers
- Initiated a new record keeping system and office-wide proficiency in google spreadsheets that was not in place before, boosting morale and efficiency in the work environment.
- Worked in graphic design to create posters and pamphlets that appealed to customer satisfaction and entice prospects
- Updated and organized out of date systems to exponentially increase productivity and efficiency during the business day.

WHITVER MARKETING LLC (REMOTE JANUARY 2020- OCTOBER 2020)

part-time remote digital assistant

- Conducted extensive research and constructed corresponding reports.
- Collected data and produced detailed spreadsheets and documents.
- Collaborated creatively on client projects, website design and social media strategy.

METRO DINER (GAINESVILLE, FL APRIL 2020- OCTOBER 2020)

hostess

- Maintained sanitation and cleanliness standard throughout the store to prevent the spread of COVID-19 and ensure customers felt safe and protected.
- Demonstrated inviting customer service with greeting and welcoming measures consistently to maintain an alluring atmosphere.
- Rotated guests among sections to ensure the best performance of servers and maintain a reasonable and efficient turn out rate.

RUBY'S DINER (IRVINE, CA JUNE 2019- SEPTEMBER 2019)

server

- Placed orders accurately and precisely into computer systems to deliver high quality orders catered to specific needs and dietary restrictions.
- Memorized menu items, ingredients and all possible modifications in order to assist customers with dietary restrictions and perpetuate the inclusive reputation of the restaurant.

WESTCHASE VETERINARY CLINIC (TAMPA, FL AUGUST 2018- MAY 2019)

volunteer

- Handled emotional clients with the highest sensitivity and compassion possible.
- Demonstrated immaculate organizing and cleaning practices to maintain a sterile work space and clinic.
- Assisted doctors while accurately collecting and recording important patient data