Kylie K. McLoud

**07/20/2019**

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# O B J E C T I V E S

Obtain a position with an opportunity to learn how to be skilled at all aspects of being a leader, while creating a positive environment for the community.

# E D U C A T I O N

## Oregon State University

Class of 2019

Psychology

## Linn Benton Community College

Class of 2019

Dual Partnership Program with Oregon State University

## Sprague High School

Class of 2014

High School Dance Captain, French I/II, Medical Terminology, Advanced Theater, & GPA 3.40

# WORK E X P E R I E N C E

Rise Services – Direct Support Professional

January 2019-present

Aide those with a disability to be apart of their community. Work one on one with clients to help them gain everyday skills, challenge their abilities, and help them make their own decisions. Often transport clients from point A to point B.

Department of Justice - Office Assistant

December 2018-present

Use software to look up, locate, check in, and check out files. File paperwork for all the units within the Appellate Division in the office, and mail files to other departments.

Dutch Brother’s Coffee - Barista

May 2018- present

Use customer service skills to communicate with customers about what they want to order and how their daily life is going, create delicious drinks for customers, clean and tidy the shop, and count the tills at the end of each shift.

The YES House Rehab and Family Recovery – Treatment Aide

September 2017- January 2019

Instruct P.E. class, help set up meals and snacks, assist in rehab recovery groups, supervise all clients throughout the day, run hygiene and shower times, document runaways, reports to counselors, and referrals, and provide communication between parents, clients, POs, counselors, and all other staff.

The Art and Science Business Center for Oregon State University - Accountant Assistant

May 2017- October 2018

File, organize, and scan documents for the accountants. I also create invoices on an online system, and then scan the invoices along with VISA statements, journal vouchers, and labor redistribution charts into a backup system.

Student Government at Linn Benton Community College - Vice President

June 2017- May 2018

Attend OSA meetings, meet with legislators at the state capitol, and listen to the wants and needs of the student body. I work on bettering the school, as well as creating a community that is an engaging and fun atmosphere for the campus.

Dining and Housing Services at Oregon State University - Building Service’s Assistant

September 2016-May 2017

Access all dormitories on campus for performing sanitation services, as well as reporting any needed repairs to buildings and other school property, and mandatory participation on FERPA.

Student Government at Linn Benton Community College - Student’s Club and Engagement Director

March 2015- April 2017

Work with a variety of diverse people helping create clubs at Linn Benton Community College. I chair meetings dealing with events, issues, budgets, and clubs individual budget accounts.

FredMeyer’s - Cashier

June 2015- July 2016

Worked the cashier, handled money, closed and opened the store, provided wonderful customer service, and kept the store clean.

# INTERNSHIPS

FareShare of the U.K.

May 31st – July 8th 2018

Performed many intensive research projects, worked in the warehouse sorting and organizing goods, delivered food to charities in London, networked at social work events, planned future work events, and communicated with all boards in the non-profit organization.

Judiciary Board

Help make decisions based upon making changes to the bylaws of student government as well as discipline actions taken to those employed on student government team when not performing their job duties.

# VOLUNTEER

Crossler Middle School Dance Team

Help the coach run dance practice and stretches as well as organize dance competitions, fundraisers, and team bonding experiences.

Human Civil Rights Club:

Hijab day: I helped set up, take down, and answered people’s questions about the event.

Student Leadership Office:

Helped setup, run, and clean up a variety of events such as budget forums, Winter Valentine, textbook affordability forums, student survey days, and food drives.

Food Pantry:

I helped organize the pantry and restock the products to create a more organized atmosphere to ensure a more positive experience for those who receive food.

World Beat Festival 2013

June 2013 – June 2013

Worked at the south entrance operating the donations booth by greeting customers and collecting donations as people entered the festival.

LimeBerry (Fundraiser)

September 2013- September 2013

Used our smiling faces by waving and holding signs to greet and lure customers into the business. Helped with cleaning and serving customers.

Salem Art Fair & Festival 2013

July 2013-July 2013

Worked at the Sprague Dance Team Booth preparing and serving Caesar salads & fruit cups.

Applebee’s (Breakfast Fundraiser)

July 2012-July 2012

Sold breakfast tickets to customers prior to the event and I waited and bussed tables.

Sprague High School Dance Competitions

September 2011- March 2014

Escort visiting dance teams to their rooms, handed out awards during the competitions, cleaned rooms, delivered gifts to dancers, and organized gymnasium. Also performed at the competitions.

Sprague High School Theater

September 2010- March 2011

Worked as an usher during a performance ushering guests to their seats.

# ACTIVITIES

National Society of Colligate Scholars- OSU chapter

North West Student Leadership Conference

Self-Care Group

OSU- Body Project

Learning- German, Spanish and ASL

Linn Benton- Human Civil Rights Club

Linn Benton- Anime Club

OSU-Ballroom dance

OSU- Cuban Salsa dance

# S K I L L S AND CERTIFICATIONS

* CPR and First Aid Certified
* Food Handlers Card
* QPR Certified
* Certified babysitter
* Highly motivated, fast, and efficient worker with a personable approach always focused on creating a positive experience.
* Experienced in fundraisers and sales for fundraising.
* Ability to greet people with a smile and positive attitude.
* Patient
* Organized
* Experienced with helping organize and plan events for fundraisers/dance competitions.
* Experienced in handling money
* operating the phone
* Social media broadcasting

# REFERENCES

 Nathanial Lugo- Supervisor at The YES House

 Telephone: +1 (541) 285-7191

 Nicole Lane- Lead at The YES House

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 Barb Horn- Boss of Student Government

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 *\*Other references available upon request*