

JAYLYNN KIRK

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SUMMARY

I am JayLynn Kirk. I am currently a freshman at Benedict College. Along with attending Benedict College, I am a Sports Management major. I can honestly say that I am a reliable worker and I am successful at promoting customer loyalty, satisfaction and purchases with consultative techniques and diligent attention to individual needs. Also, I am knowledgeable about product merchandising. I've learned to be dedicated and dependable within my work space. As well as having excellent organizational strengths and superior work ethics.

EDUCATION

Benedict College

Bachelor of Science
Major: Sports Management
Expected Date of Graduation: May 2023

August 2019–May 2023

Lower Richland High School

High School Diploma
Expected Date of Graduation: June 2019

August 2015-June 2019

PROFESSIONAL EXPERIENCE

Benedict College

Columbia, SC
HOUSING ASSISTANT

September 2019- May 2020

- **Assist in managing the daily operations in campus dormitories**
- **Help coordinate activities for students as part of Residence Life**
- **Greet and communicate with visitors and residents in dormitories**
- **Help monitor facilities for the safety of residents**

TROPICAL SMOOTHIE CAFE

Columbia, SC
TEAM MEMBER

JULY 2019 - AUGUST 2019

- **Kept work areas clean, organized and safe to promote efficiency and team safety.**
- **Helped customers' complete purchases, locate items and join reward programs to promote loyalty, satisfaction and sales numbers.**
- **Used cash registers and POS systems to request and record customer orders and compute bills.**

RIVERBANK ZOO & GARDENS

Columbia, SC
CASHIER/TEAM MEMBER

AUGUST 2017 - MARCH 2018

- **Counted cash in register drawer at beginning and end of shift.**
- **Processed POS transactions, including checks, cash and credit purchases or refunds.**
- **Restocked, arranged and organized merchandise in front lanes to drive product sales.**

ACTIVITIES AND HONORS

■ Student Government Association 2019	Class Secretary	August 2018 - June
■ Dean's List 2020	Honoree	Fall 2019 - Spring
■ Benedict College Honors	Honors Student	Fall 2019- Current
■ Harambee Festival	Volunteer	February 2019
■ Money Smart Certificates		Fall 2019

SKILLS

Computer: Word, Excel, PowerPoint, Keyboard

Languages: Fluent; ENGLISH