

KAYLEE TRAN

821 MARY CT LINCOLN, NE 68522
402-217-6226
KAYLEETRAAN@GMAIL.COM

About me:

Hi! I'm a high school senior with a passion for working with people. I believe i would be a strong fit for Ivanna cone because of my ability to provide the best customer service experience.

Skills and Abilities:

- Microsoft Office 2016
- Communicate effectively and enjoy working with people
- Customer Service oriented
- Work well under pressure and always get the job done
- Caring, tactful, and skilled in human relations
- Quick learner and able to adapt to any environment

References:

COLBY COASH
*Associate Executive Director/
Government Relations
Director*
(402) 580 -3800
ccoash@nasboline.org

CHRISTIE DO
Social Media Strategist
(402) 202-4085
christiedo74@gmail.com

ANH NGUYEN
YMCA Director
(402) 434-9268

WORK EXPERIENCE:

Child Care Provider

Robbins Family | Lincoln, NE | Summer 2018

- Provided a safe, stimulating, and clean environment for children ages 4, 5, and 8
- Ensured open communication with parents and provided updates as needed
- Performed light housekeeping and meal preparation duties
- Promoted positive behavior
- Created and encouraged educational activities

Volunteer

Goodwill | Omaha, NE | May 2019

*Matt Talbot Kitchen and Outreach | Lincoln, NE |
November 2018*

Goodwill | Lincoln, NE | May 2018

Friendship Home | Lincoln, NE | July 2017

- Stocked products on shelves, prepared and served food, and collected donations from door to door.

EDUCATION:

Lincoln Southwest High School Aug. 2017- Current
Expected graduation date: May, 2021 GPA 3.88

Courses: Oral Communications, Information Technology, Spanish I-IV, AP Human Geography, Differentiated English Courses

Lincoln Southwest Band: 2017-2020

Lincoln Southwest SHOS Leader: 2018-2019