

kaylee-parris@uiowa.edu

641-529-2919

Iowa City, IA 52245

Education And Training

Expected in 05/2022

BSW:

Social Work

University Of Iowa

Iowa City, IA

GPA: 3.14/4.0

- Dean's List Honoree Fall 2020
- Completed coursework in Policy, Research and Behavior

Expected in 05/2022

Certificate:

Trauma Informed Perspectives

University Of Iowa

Iowa City, IA

- Completed coursework in Social Work, Trauma and Development

Skills

- Budget
- Clients
- Scheduling
- Staff Management
- Communication
- Attentive Listener
- Critical Thinking
- Emotional Awareness

Kaylee Parris

Summary

Ambitious student pursuing a Social Work degree eager to contribute developed knowledge in Social Worker role. Skilled in communication and organization in leadership settings. Adaptable and driven with strong work ethic and ability to thrive in team-based or individually motivated settings.

Experience

McDonald's - 2nd Assistant Manager

Clear Lake, IA

12/2014 - Current

- Maintains inventory accuracy by counting stock-on-hand and reconciling discrepancies.
- Conducts job interviews, leads employee performance evaluations with constructive feedback and rewarded top sales performers to attract and retain top-quality personnel.
- Mentors staff to enhance skills and achieve daily targets, using hands-on and motivational leadership.

Iowa Memorial Union - Events Director + Residence Hall Programming Director

Iowa City, IA

12/2019 - 05/2021

- Managed a budget and updates it accordingly each week.
- Coordinated vendors, timelines and budgets for events.
- Organized venues, budgets, guest lists, catering and event timelines.

Famous Footwear - Assistant Manager

Coralville, IA

09/2019 - 04/2021

- Assisted customers with locating their preferred product.
- Collaborated with store manager to develop strategies for achieving sales and profit goals.
- Delegated daily tasks to team members to optimize group productivity.

Tanager Place - Intern

Cedar Rapids, IA

01/2020 - 04/2020

- Monitored and cared for youth in carefully controlled environment to promote safety.
- Monitored behavior in individual and group sessions and intervened when necessary.
- Promoted positive influence for youngsters by demonstrating appropriate

behavior, listening carefully to others and showing respect for people of all ages.

Women's Resource Action Center - Volunteer

Iowa City, IA

01/2019 - 05/2019

- Strengthened bystander intervention skills by thinking up different situations.
- Partnered with similar organizations to meet greater needs, preventing duplication and optimizing resource utilization.

College Activities

Member, Campus Activities Board Feb 2019 – May 2021

- Planned and organized events for students of The University of Iowa
- Helped ensure that planned events ran smoothly
- Assisted in setting up and tearing down events