

# Alayna D. Johnston

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270-589-8534

## Education

*University of Kentucky*

Expected: May 2021

Bachelor of Arts in Psychology GPA:4.0

*Elizabethtown Community and Technical College*

May 2019

Associates in Arts Degree GPA: 4.0

## Awards and Honors

Elizabethtown Community and Technical College President's List

Fall 2017 – Spring 2019

Graduate of Excellence

May 2019

Phi Theta Kappa Scholarship

Fall 2019 – Spring 2021

University of Kentucky Dean's List

Dec. 2019

## Employment History

*Fayette County Public Schools*

Lexington, KY

Feb. 2020 - Present

After School Program Assistant

*Bluegrass Retina Consultants*

Lexington, KY

Feb. 2019 – Dec. 2019

Administrative Specialist

*Grayson County Attorney's Office*

Leitchfield, KY

Nov. 2017 – Dec. 2018

File Clerk/Receptionist

*Centre on Main*

Leitchfield, KY

Jun. 2017 – Sept. 2017

Receptionist – Temporary position

*Save-A-Lot*

Leitchfield, KY

Mar. 2016 – Dec. 2017

Stocker/Cashier

## Skills

- Reception
- Money handling
- Customer service
- Event planning
- Time management
- Microsoft Office
- Medical records
- Scheduling
- Organizational skills

## Clubs and Organizations

*University of Kentucky Alternative Service Breaks*

Childhood Disability and Illness

Fall 2019 and Spring 2020

*Elizabethtown Community and Technical College Student Government Association*

Aug. 2017-Dec. 2018

## Volunteer Work

- Cast for Kids
- Crowns for a Cure
- Twin Lakes Humane Society
- GCHS Cares
- The Hope Center
- Grayson County Alliance Food Pantry
- Relay for Life
- Center for Courageous Kids

