

Kayla Livingston

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Objective: Merging my business background to the field of technology and mental health

Education

Bachelors in Business

Vermont State University at Castleton, Present

Associates in Sciences

SUNY Adirondack College, Graduated 2023

Business & Entrepreneurship

Early College Career Academy
SUNY Adirondack College,
Graduation: 2022

Hartford Central School District

Graduation Date: June 2022
College Prep/ Regents Courses

Achievements and Clubs

- Upward Bound (2019-present)
- Event Organizer, Parent-Teacher Conference Association
- SkillsUSA Member- State Champion (2022)
- CTE Honor Society Member

Training/Certifications

- CITI Training (1.28.24)
- Tobacco & Alcohol Sale Processing (7.14.22)
- Node RED Coding (2021)

Employment

Sales Associate

TJX- TJ Maxx, Queensbury January 2024-Present

- Running POS software
- Cashing out customers & upselling products
- Processing returns and giving back proper change
- Arming security Tags
- Project ADAM Training

Work Study- Tech Crew/Student Ambassador

Vermont State University At Castleton, Castleton August 2023-Present

- Filing paperwork
- Working on set for events
- Running events and sound board
- Organizing tour packets
- Giving tours of campus
- Checking prospective students in via slate computer software

References Available Upon Request

Guest Sales Associate

Cumberland Farms, Fort Ann/Hudson Falls August 2022-August 2023

- Assisted customers
- Cashing out customers
- Running POS
- Operating with a tobacco and alcohol license to sell

Hostess, Busser, Expo

Sushi Yoshi, Lake George 2022-August 2022

- Greet and seat customers
- Clear tables in timely manner
- Behind the scenes cleaning tasks

Child Caretaker

Various families, 2017-2022

- *Supervise younger children to ensure safety*
- *Responsible for meal prep and maintaining feeding schedule*

Crew Member

McDonald's, Fort Edward, 2021-2021

- *Assisted customers*
- *Prepared food and drinks for customers in fast paced environment*
- *Ran cash register and provided correct change*
- *Promoted seasonal deals and special food items*