

Kaitlyn J. Watson
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Jackson, MI 49202
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EDUCATION

Jackson College, Jackson, MI
Expected Date of Graduation: December 2014

Course Work:

- Seeking Associate's Degree
- Undecided major
- Fulfilling general education courses

Jackson High School, Jackson, MI
Date of Graduation: May 2012

WORK EXPERIENCE

Intern, Dardis Inc., Jackson MI
May 2014-present

- Endured 35 of intensive field training
- Disciplined my own schedule
- Arranged meetings with clients
- Prepared and delivered presentations
- Recorded business documents

Server, Big Boy, Jackson MI
June 2010- July 2012
February 2013-December 2013

- Greeted customers / took orders
- Prepared salads and desserts
- Served food and beverages
- Operated cash register
- Maintained a clean facility

SKILLS

- Proficient working in group setting or independently
- Multitasking capabilities
- Microsoft: Office, PowerPoint, and Excel
- Windows Movie Maker
- 35 typed words per minute

ACTIVITIES

- Phi Theta Kappa Member
- Community Volunteer Affiliations (upon request)