

Kaylie S. Dillon

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SUMMARY

Highly motivated student with a focus in Special Education and Education & Training.

- A positive and motivated student that possesses excellent communication skills, optimistic personality, and detailed experience with neurotypical and neurodivergent children

EDUCATION

Keller High School, Keller, TX

Anticipated Graduation 05/21

GPA: 3.44

Program of Study: Education & Training

Relevant Coursework: Human Growth & Development, Instructional Practices

Professional Communications course

Speech Communications course

Touch Systems Data Entry course

WORK EXPERIENCE

Fancy Nails, Keller, TX

January 15, 2022 - May 26, 2023

- Nail Salon Receptionist
- Responds to mobile phone calls
- Schedules appointments for customers
- Sanitizes common areas throughout the day
- Prepares manicure and pedicure stations
- Restocks and serves beverages to customers
- Fulfills personal orders from customers
- Charges customers for their services
- Operating the businesses social medias

Keller Harvel Elementary School, Keller, TX

February 7, 2023 - May 12, 2023

- 2nd and 4th Grade Intern
- Sorted students assignments in preparation for grading
- Created an encouraging and warming environment for all students
- Provided aid to students who required extra assistance in
- Taught a lesson to students in preparation for the upcoming STAAR standardized test

Alleyne Law Firm PLLC, San Antonio, TX

July 3, 2022 - July 17, 2022

- Summer Office Clerk
- Organized and indexed voluminous legal files for bankruptcy litigation
- Created index for binders and multiple client files
- Supervised file clerk in completing assigned clerical duties
- Worked with manual and electronic files to ensure consistency in law firm organization

COMMUNITY SERVICE

Northwood Church Revive, Keller, TX

September 2021 - Present

- Host every other Friday at Northwood Church
- Engage with children of all ages with disabilities

UNICEF Workshops, Keller, TX

September 21, 2022 - October 5, 2022

- Raises money and awareness for children in 3rd world countries

- Volunteered 6 hours for homecoming float preparations

Special Needs Prom, Timbercreek, TX

September 2021

- Aided in preparing a prom to accommodate those with special needs

ASL Club of KELLER HIGHSCHOOL, Keller TX

- Interpreted in ASL at “Indian Showcase” at Keller High School

ACTIVITIES

Pen ‘n Paper Club, President and Founder

October 20th, 2022 - Present

- Observes other officers
- Establishes dates for club meetings
- Creates presentations
- Plans activities for meetings
- Creates and posts posters
- Manages club meetings

ASL Club, Historian

September, 2022 - Present

- Creates and posts posters
- Manages social media accounts
- Assists in creating presentations
- Assists in managing club meetings

UNICEF Organization, Member

September 2022 - Present

- Assisted in homecoming parade
- Helps other members when needed
- Attends all meetings

Circle of Friends, Member

September 2021 - Present

- Attends volunteering opportunities
- Attends all meetings

Texas Association for Future Educators, Member

September - Present

- Attends all meetings

Green Cord, Member

September - Present

- Attends volunteering opportunities

SPECIAL SKILLS

- Certified in handling a sewing machine
- Completed Speech Communications course
- Completed Touch Systems Data Entry course
- Completed Professional Communications course