

# Kayla Legaspi

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(904)704-2722

Willing to relocate: Anywhere

## Work Experience

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### **Student Assistant**

J. Wayne Reitz Union Arts and Crafts Center-Gainesville, FL  
June 2022 to Present

The Reitz Union Arts and Crafts Center (ACC) is a relaxing place meant for students and Gainesville community to unwind and de-stress from academics and works. The ACC offers various activities such as painting, jewelry making, and pottery at student pricing, making usually more expensive hobbies more affordable for those who wish to learn something new and acquire new skills, and it is also a fully functioning pottery studio. The ACC is open to people of all ages no matter the background and is one of the safest and most welcoming places on campus.

- Maintained knowledge of current sales and promotions, return and exchange policies, and security practices.
- Demonstrated merchandising operations as well as maintaining a clean space.
- Assisting customers with their various needs and referring them to staff with more knowledge if unsure about information.
- Maintained an inviting and safe atmosphere by keeping a clean and organized space while getting to know the community and its students.
- Increased knowledge of Excel and technology.

### **Member & Performance Coordinator (Member of Executive Board)**

Genesis Dance Crew  
September 2021 to Present

- Tasked with learning and assisting other members with choreography, coordinating outfits, and being punctual.
- In charge of scheduling and outreach to videographers and editors and college organizations.
- Learned how to create sets - three pieces of songs/choreography edited together to form one performance.
- Honed flexibility and prioritization through balancing assigned group homework and classwork.
- Gained and practiced many collaborative skills and leadership skills to produce successful and high-quality performances.

### **Thrift Store Volunteer**

Community Hospice-Jacksonville, FL  
June 2020 to August 2020

Community Hospice makes purchasing items such as clothes, appliances, and other household items and medical equipment less stressful for those who are less fortunate. The welcoming atmosphere and the low prices paired with weekly promotions make people return, creating a sense of community between the workers, volunteers and customers.

- Maintained knowledge of current sales and promotions, return and exchange policies, and security practices.
- Demonstrated merchandise operation and explained features.
- Helped customers find desired items and sizes by closely supporting each person throughout the buying process.
- Minimized loss by watching for and recognizing security risks and active theft.
- Maintained revenue by attracting customers with attractive sales displays

## Education

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### **Bachelor of Design**

University of Florida, College of Construction, Design - Gainesville, FL

April 2025 to April 2025

### **Highschool Diploma**

Stanton College Preparatory School

May 2021 to May 2021

## Skills

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- Dancing
- Hospice Care
- Merchandising
- Rhinoceros 3D
- Lumion
- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign
- Project Planning
- Pricing
- Customer service