



Kamryn Geiman

College Student

Profile

Hardworking college student studying Public Relations at the University of Central Missouri. Involved in several organizations on campus while maintaining a strong GPA. Adept in various social media platforms and technology programs. Committed to utilizing my leadership, public speaking, and social skills to further the mission of a company.

Employment History

Server at Fitter's Pub, Warrensburg, MO

June 2021 — Present

- Check with customers to ensure that they are enjoying their meals and take action to correct any problems.
- Ensure quality customer service.
- Exemplify excellent social and communication skills.
- Collect payments from customers.

Equipment Manager at University of Central Missouri Athletics, Warrensburg, MO

January 2021 — May 2021

- Sort clothing and other articles, load washing machines and dryers, and iron and fold dried items.
- Communicate with various athletic team managers and coaches.
- Provide excellent customer service through meeting deadlines.

Certified Nursing Assistant at Vintage Park Assisted Living, Louisburg, KS

December 2019 — August 2020

- Answer patient call signals, signal lights, bells, or intercom systems to determine patients' needs.
- Assist nurses or physicians in the operation of medical equipment or provision of patient care.
- Provide basic daily care to patients.
- Communicate professionally with patients and their families.

Lifeguard at Louisburg Aquatic Center, Louisburg, KS

May 2019 — August 2020

- Examine injured persons and administer first aid or cardiopulmonary resuscitation, if necessary, using training and medical supplies and equipment.
- Rescue distressed persons, using rescue techniques and equipment.

Receptionist at Crown Realty, Louisburg, KS

May 2017 — March 2019

Details

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Skills

Time Management

Computer Skills

Leadership

Customer Service

Communication Skills

- Greet persons entering establishment, determine nature and purpose of visit, and direct or escort them to specific destinations.
- File and maintain records.
- Answer and direct phone calls to the correct agents.
- Provide customer service both in person and via phone/email.

🎓 Education

Louisburg High School, Louisburg, KS

August 2016 — May 2020

Public Relations, University of Central Missouri, Warrensburg, MO

August 2020 — Present

🏆 Extra-curricular activities

Public Relations Chairmen at Sigma Sigma Sigma Sorority, Warrensburg, MO

January 2022 — December 2022

- Design and publish the chapter website.
- Manage and update various social media platforms.
- Communicate clearly with members of the organization.

📖 References

References available upon request