

Kyra A. Knape

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PRESENT ADDRESS

153 Center Park Lane
Athens, GA 30605

PERMANENT ADDRESS

689 Pathview Court
Dacula, GA 30019

PROFILE

- Hardworking and eager college student in search of a summer internship or part-time job where I can further advance my professional goals and make a positive contribution
- Highly motivated team player with strong communication, customer service and time management skills, with diverse experience working within the service industry

EDUCATION

The University of Georgia, Athens, GA

- **Major:** Bachelor of Business Administration in Management
- **Emphasis:** Supply Chain/Operations
- **GPA:** 3.50/4.00
- **Expected Graduation:** May 2021
- **Honors:** Zell Miller Scholarship and Hope Scholarship
- **Relevant Coursework:** Principles of Management, Quality Management, Operations Management, Principles of Marketing, Financial Management, Financial Accounting, Managerial Accounting, Statistical Analysis for Business, Management Information Systems & Technology, Principles of Advertising, Macroeconomics, Microeconomics

PROFESSIONAL EXPERIENCE

Old Peachtree Academy, Lawrenceville

Administrative Assistant & Center Operations Coordinator

May 2019 – August 2019

- Assisted the management team with the day to day operation of the center to ensure licensing requirements were met, including classroom checks, opening/closing duties, customer service, administrative tasks, etc.
- Assisted with the organization of special events and coordination of community outreach activities
- Provided administrative support for multiple ongoing projects to ensure timelines were met and quality maintained

Child Care Teacher & Summer Camp Counselor

May 2015 - Aug 2018

- Planned and implemented academically enriching learning activities for students of various ages
- Assisted students with completing homework assignments and provided tutoring as needed
- Provided classroom supervision and maintained all health and safety standards

Olive Garden, Athens

January 2019 - May 2019

Restaurant Host

- Ensured that guests felt welcome upon entering the establishment to promote a pleasant dining experience for customers and to secure repeat business
- Effectively used problem solving skills to strategically sit incoming guests in order to maximize table turn-over and minimize wait times
- Implemented positive interpersonal skills to ensure customer expectations were met under all circumstances

RELEVANT ORGANIZATIONS:

Women In Business, Terry College of Business

General Member

January 2020

Association for Supply Chain Management, (ASCM)

General Member

January 2020

LEADERSHIP DEVELOPMENT:

Leadership Summit

May 2017

- Expanded knowledge of leadership skills through informative seminars and collaborative activities.
- Developed qualities to positively impact the community as a student leader.

VOLUNTEER WORK:

Old Peachtree Academy Philanthropy Coordinator:

June 2016 – December 2019

- Coordinated canned food drives for soup kitchens, animal food drives for the Gwinnett Humane Society, bake sales for multiple charities, Toys for Tots, and participation for the 'Big Thank You' for deployed military members.

SKILLS AND INTERESTS

Technology

- Proficiency with Microsoft Word, Excel, PowerPoint, Procure

Hobbies

- Cooking, Fitness, Traveling, Photography

REFERENCES

Judy Clouse

Old Peachtree Academy Assistant Director

Phone: (770) 676-6759

Email: OPA@oldpeachtreeacademy.com