**Kayla Collins**

**470 Haden Martin Rd, Palmyra, VA 22963**

**E-mail:** **Shemiah12@gmail.com/**

**Phone: (434) 465- 7671**

**Objective**

To obtain a position that I can apply my skills attained through my school activities, volunteer services, and recent work experiences.

**Education**

* Old Dominion University
* Communications Major
* GPA: 2.7

**Experience**

**Subway, Zion Cross Roads, VA**

January 2017 – Present

**Cashier**

Greet customers, prepare customer orders, and process customer order by cash, debit, gift card or credit card.

**Fluvanna County High School Administrative Office**

January 2017 – Present

**Office Aide**

File and maintain student documents. Answer incoming calls, direct calls to the right department and/or take messages. Interact with visitors and assist with questions or requests. Run errands for the office administrators.

**Envoy at the Village, Fork Union, VA**

November 2015 – Present

**Nursing Home Volunteer**

Serve as a monthly volunteer at the Nursing Home to participate in various activities with the elderly.  Assist with holiday parties (Christmas & Valentine’s Day), bingo games and prepare gifts and prizes for the residents. Visit with the elderly, sit and listen, and enjoy helping out as needed.

**First Run Café, Palmyra, VA**

June 2016 – December 2016

**Cashier, Greeter & Server**

Greet customers in a friendly and courteous manner. Manage table seating, take customer orders, answer questions on the menu and serve entrees/meals. Maintain a pleasant atmosphere for customers to deliver the best customer service and enjoyable dining experience.

**Extracurricular Activities**

* Cheerleader (2015 – 2017)
* Monticello Swim Team (2012 – 2017) – Competed in Freestyle, Backstroke & Relay
* Field & Track (2014) – Competed in 100, 200, Triple Jump & Long Jump
* Cloverdale Baptist Church Youth Choir (2007 – Present)
* Babysitting