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|  | **Kathryn Haley**  1Salt Lake City, Utah 84102 |  khaley1214@gmail.com  |  (406) 321-0995 |
| Objective | My goal is to use this resume to help me acquire a job that will enhance my knowledge base to further my understanding in hospitality, service, and Parks Recreation and Tourism. |
| Skills & Abilities | I am a great team player, and enjoy working with others. I am very responsible, if given a duty I will be sure to finish it on time and with the best quality possible. I work hard at everything I do and won’t give up if given a challenge, I rise to the occasion. I am CPR/First Aid certified. I know how to put together power points, use excel, and use word processor. |
| Experience | **Operations Supervisor** Alaska Coach tours05/17-Current My responsibilities are to work with the cruise lines to organize tours with motor coaches, drivers, and tour guides in Juneau, Alaska. I make the drivers’ daily schedules, collaborate with other tour operators, and the venues to make the tours possible for the thousands of guests we accommodate on a daily schedule. **Driver/guide** Alaska Coach tours05/16-09/16 My responsibility was to drive a 40-foot motor coach with passengers to different locations around southeast Alaska while touring about the landscape and the history of the area. I was in charge of approximately 50 passengers, making sure their tour was enjoyable and knowledgeable. **nanny** the wills family08/12-04/16 My responsibility was to take care of their four children. I take them to school, dance, appointments, and anywhere else they may need to go. I get them ready for school, bed, cook them meals, read to them, keeping the house tidy, do laundry, and most of all build lasting bonds with them. **Sales Associate** JCPEnney12/11-3/12 My responsibility was to keep my section neat and clean and help customers with anything they need. I also worked the register to check people out. This was a seasonal job for the Christmas season. **Ball Picker** Stillwater golf course5/08-8/12 My responsibility was to pick the golf balls off the driving range, wash them, and restock them in the club house. |
| Education | **University of Utah**, Utah8/2015-current My major is Park, Recreation, and Tourism with an emphasis in Sustainable Tourism. I plan to one day own my own outdoor outfitting company and eco-lodge. **Salt Lake Community College**, Utah8/2013-5/2015 My focus was to work on my generals before transferring to a university to receive a bachelor’s degree in my selected field. |
| Communication | I am willing to learn any new software to be compatible for the job. I can talk in front of crowds or small groups. |
| Leadership | I am a member of RAPS, the outdoor recreation club, at the University of Utah. I do a fair share of community service such as food drives, clothing donations, visiting the ill or elderly in hospitals and nursing homes, and road side trash pick-up. In high school I did this through my 4-H club, Relay 4 Life, Spanish Club, and Builders Club, now I volunteer on my own time. I have recently accomplished 50 plus hours of volunteer service at the Murray Heritage Center. |