

# Kayameisha Williams

Saint Paul, MN

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To obtain a career at an organization that promotes growth and achievement

Skills Highlights:

- People person with good professional manners
- Exquisite communication skills and great personality
- Able to work in a group and individual setting
- Patient and Reliable
- Great Microsoft skills

Authorized to work in the US for any employer

## WORK EXPERIENCE

Logistics Aid, Mayo Hospital - April 2014 to July 2014

Deliver laundry carts

- Pull requisitions
- Clean equipment

### Housekeeping

Country Inn Suites - November 2013 to June 2014

Laundry

### Autumn Grace Senior Living

RCA - July 2013 to April 2014

Assist residents with daily cares

- Basic cleaning
- Laundry
- Activities with residents

### Sales Associate

Dollar Tree - November 2012 to August 2013

Assist with customers

- Work register
- Make \$7.35 an hour

International Business Organization - January 2012 to May 2012

### Secretary

International Business Organization - November 2011 to May 2012

Sent out meeting reminders to members

- Update Facebook page
- Took meeting notes and kept track of attendance

Merchandise, Valleyfair - May 2011 to October 2011

Worked register

- Helped customers

- Made \$7.25 an hour

### **Personal Care Assistant**

CCP INC - Saint Paul, MN - June 2009 to August 2009

Took care of a person with a mental disability

- Prepared meals and cleaned
- Bathed and changed pampers
- Made \$10.00 an hour

Marketing Club

- Networking
- Group activities

International Business Organization, Director of Communications

- Planning events
- Communication between organization and campus

Attorney, Ibegiving

- Made meetings with university hall directors
- Gained permission to sell product in dorms and CSU
- Met with professors about legalities updates
- Met with financial services
- Created a company calendar
- Created a company PowerPoint

Host of a floor involvement event

- First semester
- Sent out internet invitations
- Put up fliers

Babysitter

- Watched young children during week days
- Cooked and cleaned

Member of the move in crew

- Helped new students move in to dorms

Campus Activities:

### EDUCATION

#### **BS in International Business**

Minnesota State University Mankato

May 2014