Kaley Toy

 500 Medlar Drive

Indiana, Pennsylvania, 15701

kaleytoy93@gmail.com

**Education**

Indiana University of Pennsylvania: 1011 South Drive

 Indiana, PA, 15705

 724-357-2100

 Major: Journalism

 2011- Current

 McDowel High School: 3580 West 38th Street

 Erie, PA 16506

 814-835-5403

**Work Experience**

 Rue21: 2334 Oakland Avenue

 Indiana, PA, 15701

 724-349-1864

 Years employed: October 2012-present

 As a sales associate at Rue21, I assist customers with their shopping needs. I

 developed excellent customer service skill and processed customer transactions.

Wendys: 5902 Wattsburg Road

 Erie, PA, 16509

 814-825-5897

 Years employed: December 2009-August 2011

 May 2012-August 2012

As a crew member at Wendy’s, I developed excellent customer skills, assisted in food preparation, suggested new menu items to customers, and processed customer transactions accurately and efficiently.

 ExpERIEnce Children’s Museum: 420 French Street

 Erie, Pa 16507

 814-453-3743

 Volunteered: 2009-2010

I periodically volunteered at the museum where I assisted in tours, parties, and planned activities.

 Erie Zoo- ZooBoo: 423 West 38th Street

 Erie, PA, 16508

 814-864-4091

 Volunteered: October 2008

 As a volunteer I assisted guests as a guide and a greeter.

**Achievements**

 Honors College: 9th, 10th, 11th, 12th grades of high school

 Blue and White Times: Journalist of school magazine

 Dean’s list at IUP (2011, 2012)

**Skills**

 Proficient in Microsoft Word, PowerPoint

 Proficient in Adobe Suites InDesign, Photoshop, Illustrator and DreamWeaver

 Customer Service

 Cash Handling

**References**

Julia Laird: 5470 Cider Mill Road

 Erie, PA 16509

 814-384-3388

 Juliamelissa1212@yahoo.com

Anna Borisenko: 918 East 32nd St

 Erie, PA 16504

 814-969-6715

 annichka3@hotmail.com

Adam Rohler: 320 East 30th Street

 Erie, PA 16504

 814-392-6269

 rohlera@yahoo.com