Kaley Toy

500 Medlar Drive

Indiana, Pennsylvania, 15701

[kaleytoy93@gmail.com](mailto: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