

Kaleah Wolf

6110 E 106th Street
Fishers, IN 46038

Home: 317-577-5944
Cell: 317-763-5328
klwolf23@gmail.com

Education

Bachelor of Arts: Ball State University - English Studies
Muncie, IN, USA

2013

Minors in Professional Writing, Spanish, Business
Dean's List (3 Years)
Honors College Graduate
GPA 3.65- Cum Laude
Semester Study Abroad in Worcester, England

Summary of Skills

- Adaptability and flexibility in new situations
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Photo Editing and Web Design (Dreamweaver, InDesign, Illustrator)
- Familiar with Chicago and MLA Style Manuals
- Programming Languages: HTML5 and CSS3
- Intermediate knowledge of Spanish
- Strong listening and communication skills
- Comfortable working with people from different cultures
- Windows, Macintosh, Outlook, Gmail, Internet, etc.
- Social Media: Facebook, Twitter, Google+, LinkedIn, YouTube, Blogging

Professional Experience

Babysitter

05/2012 - 08/2012
Fishers, IN

Cashier

Target

05/2010 - 01/2012
Fishers, IN

- Customer Service skills
- Organizational Skills

Secretary

Wolf Insurance

05/2010 - 08/2010
Fishers, IN

- Customer Service Skills
- Computer Skills
- Telephone, Copier, Fax Machine

Organizations

National Society of Collegiate Scholars (NSCS)
Sigma Kappa Sorority
Student Voluntary Services (SVS)

Leadership Experience

During my college career as an active member of Sigma Kappa Sorority, I was given the opportunity to serve as part of the Executive and Programming Councils.

Vice President of Scholarship

- Coordinate committee
- Tutor women with low GPAs
- Write and Edit existing Code of Conduct
- Manage grade information

Community Service Chair

- Coordinate Committee
- Organize chapter participation in the Walk to End Alzheimer's
- Raise money for various philanthropy projects

Scholarship, Recruitment and Philanthropy Committees