# Kayla C. Buntin

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### **Objective**

An administrative position in a customer-oriented organization utilizing outstanding skills in communication, management, customer service, medical and computer applications.

### Education

Ivy Tech Community College Lafayette, IN 47903 Associate of Applied Sciences **Business Division** Specialties: Office Administration Medical

### Work Experience

Menards Lafayette, IN 47903

May 2004 – Present I am a cashier at Menards, but I mostly work at the customer service desk processing returns and helping guests in any way that I can. I also stock shelves and work on inventory occasionally. I handle money everyday at work. I also help my Front End Managers count register drawers at closing.

May 1999 – September 2005 Meadow Lake Church Wolcott, IN 47995 My main job at the church was to mow the church yard as well as the cemetery. This involved me using the weed-eater to go around all the stones in the cemetery. I also made sure the grounds were kept clean. I did this by picking up stray flowers and trash that had blown across the yard. I also made sure that the cemetery was especially clean and mowed right before there was to be a funeral.

Pizza King Wolcott, IN 47995 May 2001 - August 2003 I was responsible for opening and closing the Pizza King by myself. This involved counting the money in the register as well as making sure everything was shut off and locked when I left. I prepared food and cooked it in the oven. I also answered the telephone and ran the cash register. I made sure all food items were stocked.

MS PowerPoint

Adobe PageMaker

MS Access

## **Certifications & Software**

Microsoft Office Specialist (MOS) Access MOS Excel

Fall 2005 Spring 2005

Microsoft (MS) Word MS Publisher MS Excel

Honors

Ivy Tech Foundation Scholarship Dean's List Ivy Tech Community College

Spring 2006 Fall 2004, Spring 2005, Fall 2005

Expected Graduation May 2006