

# Kaia Turner

Email:

[kaia.turner016@gmail.com](mailto:kaia.turner016@gmail.com)

LinkedIn:

<https://bit.ly/2zwrZQR>

## EXPERIENCE

### **Gloucester Catholic Jr/Sr High School, Gloucester City , NJ-Educator**

September 2014-15, 2016-18

- Developing an intellectually stimulating and entertaining lesson plans for Literature, Language Arts, and French.
- Keeping open lines of communication (via email, phone and in person conferences) with parents to inform and update on student progress
- Interfacing with other faculty members to organize extracurricular activities such as Dance Team and Theater

### **City Fitness, Philadelphia, PA-Front Line Advisor**

September 2017-February 2018

- Enthusiastically greets and welcomes members, prospective members and guests and handles complaints and resolve issues promptly
- Answers and resolve questions, in person and by telephone
- Performs administrative duties normally associated with a clerical position, such as answering phones in a friendly manner, providing assistance in a variety of areas, cash handling, data processing, and account maintenance.

### **Little Flower Catholic High School, Philadelphia PA - Alliance of Catholic Education Teaching Fellow**

September 2015 - June 2016

- Developing informative lesson plans for 9th and 10th grade students of American Government, World History, and Communication Skills
- Coordinating school wide workshops to raise awareness about various causes affecting teens
- Facilitating the library for certain periods; includes duties such as checking in books, keeping track of overdue books

### **Saint Joseph's University, Philadelphia, PA- Ignatian College Connection- Summer Instructor**

June 2015-August 2015

- Composing an original curriculum to instruct a class of 14 rising juniors for a 2 hour course on International Relations
- Advising students on course selection for high school and types of careers to pursue based on their interests

### **Saint Joseph's University, Philadelphia, PA-Office Assistant**

October 2010-May 2014

- Courteously answering phones and greeting visitors
- Copying, scanning, and editing various documents
- Writing for the History Department Newsletter

## SKILLS

Microsoft Office

Google Drive

Customer Service

Writing

Clerical Skills

## LANGUAGES

French

CSS

HTML5

Bootstrap

Javascript

## EDUCATION

### **Saint Joseph's University** — *Master of Science, Secondary Education*

May 2014-June 2016

- Education Fellow in the Alliance for Catholic Education
- Specialized in Citizenship Education and Technology in the Classroom

### **Saint Joseph's University**—Bachelor of Arts, History

August 2010-May 2014

- Minors in Philosophy and French
- Member of Phi Alpha Theta, History Honors Society
- Member of Pi Delta Phi, French Honors Society