

KAYLEE O'DONNELL

8960 Union Gap Road, Las Vegas, NV 89123 – (512) 547-0563

kayleeanniceodonnell@gmail.com



MISSION STATEMENT

As a resilient and compassionate individual, Kaylee is eager to advance her professional career towards state and local public service that strengthens and supports Nevadan youth through teaching and advocacy work.

SELECTED EXPERIENCE

JULY 2019- FEBUARY 2020

Receptionist – Gallery of Hair Design –

323 Booth Ave, Owensboro, KY 42301, (270) 683-2525, Supervisor: Kim Jones

- Organizing client information; contacting and communicating with clients
- Creating appointment bookings; managing front door services

NOVEMBER 2017-FEBUARY 2020

Child Care – Open Door Unitarian Universalist Fellowship –

407 W 5th St, Owensboro, KY 42301; (812) 228-6100; Supervisor: Molly Gibson

- Classroom management of two to eight elementary aged children
- Planning and executing group activities for weekly sessions

SUMMER 2017, SUMMER 2018

Cabin Counselor & Instructor – Camp Ballibay for the Arts –

1660 Ballibay Rd, Wyalusing, PA 18853; (570) 746-3223; Supervisor: John Jannone

- Taught and trained children (ages 9-18) in technical theatrical skills, daily
- Living with and responsible for the wellbeing of up to ten children (ages 8-14)

EDUCATION

EXPECTED DECEMBER 2023

MASTER OF PUBLIC ADMINISTRATION, UNIVERSITY OF NEVADA, LAS VEGAS

4700 S. Maryland Pkwy. Ste. 200 Las Vegas, NV 89119; (702) 895-3011

DECEMEBER 2020

BACHELOR OF SCIENCE, KENTUCKY WESLEYAN COLLEGE

3000 Frederica St, Owensboro, KY 42301; (270) 926-3111

Graduated with a 3.48 GPA with a major in political science.

SKILLS

- Exceptional direct communication skills
- Coordination and management of task orientated teams
- Strong foundation in public speaking
- Proficiency in Microsoft Word, Teams, Excel
- Proficiency in ArcGIS and ArcMap basic functions
- Classroom and small group management