Kayla E. Laughman

kayla.laughman@temple.edu

12 Hurst Blvd. | Lititz | PA | 17543 | tel: 717.419.0054

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Expected Graduation: May 2016,
Major: Human Resource Management
GPA: 3.35|Dean's List, Spring 2014, Directors Honor Roll: Fall 2012, Spring 2013, Fall 2013
Selected Courses:

Introduction to HRM	Corporate Finance
Corporate Sustainability	Employment Law
Leadership in 21st Century	Business Communications

ACTIVITIES & AWARDS:

All Athletic Achievement Award, Fall 2012, Fall 2013, Fall 2014
Received Scholar Athlete of the Month, November 2013
Member, Division 1 Field Hockey Team at Temple University 2012-present
Volunteer as a "Big Sister" in mentoring program for inter-city kids fall 2012- present
Achieved Academic recognition (division 1 athlete above a 3.0) received every semester
Participant, Adopt a Highway 2008-Present

EXPERIENCE:

PENN CINEMA INC., Lititz, PA May 2008 - Present
Box Office Operator, Customer Service

- Worked in the front office taking customer's orders for movie selections, and provided services up to 1,000 people a day, handling money in exchange for tickets
- Started as concession stand employee, promoted to box office operator within 2 months
- Assisted special events that selected few employees are hand-picked to work, sold tickets to more than 500 hundred customers per show

SIMPLY FIELD HOCKEY, Lititz, PA June 2010 -Present
Instructor, Assistant Coach

- Assisted with coaching 30 field hockey players between the ages of 8-14
- Started as a volunteer, promoted to an Assistant Coach
- Helped in the development of young women, promoted fitness and healthy lifestyle to adolescents

USA FIELD HOCKEY, Philadelphia, PA Fall 2012-Present
Mentor, "Big Sister"

- Assisted underprivileged inner city girls from age 6-12 with both academic studies and vital life skills
- Started as an assistant, promoted to coordinator
- Helped 5-20 girls a session with critical life skills

SAMUEL PALEY LIBRARY, Philadelphia, PA Summer 2014-Present
Student-assistant, Stacks Worker

- Organized millions of dollars of inventory, keep records of inventory
- Accounted for millions of books
- Assisted students and faculty, located requested books and media

THE SPINRAD GROUP, Philadelphia, PA Summer 2015
Intern

- Researched and recruited potential candidates in the manufacturing industry
- Managed and updated Bullhorn daily
- Used and organized data through Linkedin, Indeed, and Outlook to set up interviews with candidates

SKILLS & LANGUAGES:

- Microsoft Word, Excel, PowerPoint, Outlook, Bullhorn, Linkedin, Indeed
- Spanish- basic