

Kaytlin Garrison

Kaytlin.garr1992@gmail.com

SUMMARY

Successful in mastering new skills through hands on experience
Highly motivated and dedicated with a strong work ethic
Exceptional technical, analytical, and problem-solving abilities
Initiative to complete tasks that are unassigned

EDUCATION

Texas State University -San Marcos, TX
Bachelor of Science in Applied Sociology, May 2017
Minor in Psychology
GPA: 3.82
Coursework: Statistics, Data Analysis, Qualitative & Quantitative Research, Technical Writing, Medical Sociology

Pharmacy & Phlebotomy Technical Academy-Beaumont, TX
Phlebotomy Technician, November 2013
GPA: 94%

HONORS

Dean's List: Spring 2014, Spring 2015, Fall 2016
Alpha Kappa Delta, National Sociology Honor Society

EXPERIENCE

Research Assistant, Internship Jan. 2017 – May 2017
Texas State University, San Marcos, Texas

- Summarized research findings into a table using WP software
- Responsible for entering and cleaning data from multiple sources
- Analyzed data and prepared reports under time constraints

Front Office Administrator Sept. 2014 – Nov. 2015
Barkwood Pet Resort, Beaumont, Texas

- Utilized kennel software database to generate weekly reports
- Coordinated and verified 100+ reservations daily
- Trained employees on software system

Administrative Assistant Jan. 2012 – Aug. 2012
Universal Plant Services, Nederland, Texas

- Initiated a filing system for quick access to purchase orders
- Provided administrative support to management

VOLUNTEER

- VA Medical Center Beaumont, TX-Phlebotomist, Jan-Feb 2014
- Camp Pendleton Animal Shelter, CA-Foster Parent, 2013