



KAYLA MERCIER

JOURNALIST/BLOGGER

CONTACT

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KAYLAMM](https://kmaemercier.wixsite.com/kaylamm)

SOCIAL MEDIA

TWITTER: @MERCIERKAYLAM

FACEBOOK: /KAYMAE98

INSTAGRAM: @KAYMAEM

LANGUAGES

- Spanish (Native)

SKILLS

- Microsoft Office Suite
- Adobe (Indesign, Illustrator, & Photoshop)
- Quickbooks
- Pages, Keynote, iMovie
- Website Design (Wix, Canva & Weebly)
- Layout Design (Wix)
- AP Writing Format

EDUCATION

BACHELOR OF ARTS, MAJOR IN POLITICAL SCIENCE AND MINOR IN ENGLISH

FLORIDA STATE UNIVERSITY - MAIN CAMPUS | AUG 2017 -
MAY 2019

TALLAHASSEE, FLORIDA

ASSOCIATE OF ARTS, GENERAL

TALLAHASSEE COMMUNITY COLLEGE | Graduated - DEC. 2017

EXPERIENCE

WRITER

SPOON FSU - ONLINE | FEB 2017 - CURRENT

- Create new original ideas to pitch and write on social and food life on and off campus
- Manage social media accounts
- Create social media postings for daily updates
- Increase following on all platforms and online reviews
- Participate in activities involving the brand on campus

HEALTH UNIT CORDINATOR ASSISTANT

FLORIDA HOSPITAL - ORLANDO EAST | OCT 2014 - AUG 2015

- Assisted in running the front desk of the orthopedic unit
- Interacted with patients, nurses, and doctors
- Answered phone calls, assisted with filing, and prepared for changes in shifts
- Directed hospital staff and patients within and around the hospital grounds

SUBWAY

1962 W TENNESEE ST. TALLAHASSEE, FL 32304 | JULY 2016 - FEB 2018

- Prepared food for customers
- Opened and closed store
- Handled finances
- Assisted in training
- Understanding of POS systems

ADMINISTATIVE ASSISTANT

ADVANTAGE GOLF CARS | 2049 W. LANDSTREET RD, ORLANDO, FL,
32809 | MAY, 2018 - CURRENT

- Answered phones for the main office (service calls)
- Processing payments, invoices estimates, bank deposits, accounts payable/receivable
- Balance check drawer
- Filing

ACTIVITIES/AWARDS

- Key Club (National Volunteering Society) - Member
- National Honor Society - Member
- Mu Alpha Theta (National Math Honor Society) - Member
- Student Government Association - Senior Class Treasurer