

Markayla Moore

33805 North Oak Street

Grayslake, Illinois 60030

mmoore2@stu.clcillinois.edu

(224) 814-3424

OBJECTIVE

To obtain a position with an opportunity for professional growth and to help solve day-to-day challenges within an environment that promotes growth and team collaboration resulting in meeting the business desired outcomes.

EXPERIENCE

TRiO Educational Talent Search Grayslake, Illinois February 2018 - May 2020

Student Worker / Office Intern

- Created Microsoft Word™ Documents and PowerPoint Presentations
- Mentored Students through their High School Experience
- Organized and Filed Program Materials
- Utilized Effective Communication to Build Rapport with Mentees Chaperoned College Visits

Six Flags Great America Gurnee, Illinois May 2016 – October 2016

Ride Operator

- Buckled In Guests Properly and Securely
- Assisted Guests in Embarking and Disembarking from the Ride
- Operated Rides for Designated Periods of Time
- Cleaned and Maintained Rides and Areas Surround Them on a Daily Basis
- Informed Management of Any Fault In Rides for Optimum Performance and Level(s)

EDUCATION

College of Lake County Grayslake, Illinois December 2020

- *Pursing a Associates of Arts Degree*

Deerfield High School Deerfield, Illinois

- High School Graduate May 2019

SKILLS

- Familiar with Microsoft Word™ and Excel™
- Teaching Instructions
- Client Services
- Event Coordination
- Customer Facing
- Problem-Solving
- Active-Listener
- Retrieving E-mails
- Detail Oriented

CERTIFICATES, CERTIFICATIONS and AWARDS

Illinois WorkNet

State of Illinois

July 2021

- Received State of Illinois Certificate for Career Advancement

Employee Connections, Inc., NFP

Waukegan, Illinois

July 2020

- Social Media Etiquette Certificate
- Interpersonal Communication Certificate
- Conflict Resolution Certificate
- Diversity & Inclusion Certificate

VOLUNTEERISM

February 2021 - June 2021

Teacher's Aide / Assistant

- Maintained Classroom Rosters
- Supervised Students Attending Class In-person
- Guided Students through Assigned Lectures
- Assigned to Enforced Health and Safety Protocols
- Provided Continuity of Instruction in Teacher's Absence

REFERENCES

References are available upon requests.

