

Contact

Phone

(405) 210-6131

Email

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Address

2501 E. Memorial Rd

Skills

- Adaptive Employee
- Strategic Risk Taker
- Quick Learner
- Creative Collaborator
- Microsoft Office Profficient
- Canva Software Proficient
- Google Suite Software Proficient
- Verbal and Written Communication
- Leadership
- Event Organization

Kyra Owens

Senior Business Administration Major Education

OKLAHOMA CHRISTIAN UNIVERSITY, Edmond, OK Aug. 2020-Present

Major: Business Administration

Minor: Accounting

Expected graduation date: April 2024

Experience

BEAM LIBRARY, Edmond, Oklahoma Jan. 2021- March 2023

LIBRARY RECEPTIONIST

- Managed the circulation desk.
- Answered questions for students and guests.
- Restocked bookshelves.
- Responsible for ensuring all closing procedures were executed.
- Hired 4 semesters in a row.

KIRKLAND, Garland, Texas Nov. 2022- Dec. 2022

STORE ASSOCIATE

- Updated new inventory throughout the store daily.
- Delivered exceptional sales service for customer satisfaction.
- Unloaded and organized inventory truck.
- Provided friendly customer service to customers at the cashier.
- Maintained the highest level of store conditions.
- Operated Point-of-sale Machines and cash registers.

TJMAXX, Lexington, South Carolina Aug. 2018 - Jul. 2020

SALES ASSOCIATE

- Stocked items on racks and shelves while maintaining a clean store.
- Provided quality and efficient customer service at the cash register.
- Unloaded and organized inventory truck.
- Organized and efficiently ran the fitting rooms for customers and co-workers.

Leadership and Awards

Black Student Union President March 2023-Present

- Planned events for the academic year.
- Facilitated general body and executive meetings.
- Represented the organization at administrative meetings.
- Elected by peers.

Miss Zeta Sigma of the Zeta Sigma Chapter of Alpha Phi Alpha Fraternity Inc.

- Supported Miss Black and Old Gold while representing the fraternity and chapter.
- Hand-picked by judges in a scholarship pageant.
- February 2023- Present

Black Student Union Vice President April 2022- February 2023

- Supported the President in all areas as needed.
- Elected by peers.

Activities

Black Student Union Member August 2020- March 2022

- Attended all events and general body meetings.