

Kayla Vaughn

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OBJECTIVE: To obtain a position teaching English as a foreign language and to help to achieve the school's goals and objectives.

EDUCATION

July 2014 – Present (*expected completion August 2014*)
TEFL Certification

August 2010 – December 2013
Northern Arizona University (NAU), Flagstaff, AZ
Bachelor of Science in Psychology, Minor in Spanish

January 2012 – May 2012
Universidad Veritas, San Jose, Costa Rica
Study Abroad, NAU in Costa Rica

August 2007 – May 2010
Valley Lutheran High School, Phoenix, AZ

WORK EXPERIENCE

April 2013 – Present
Assistant Manager, Woodcrest Apartment Homes, Ponderosa Park Apartment Homes, Flagstaff, AZ.
Assist two properties with leasing, marketing, and maintaining positive resident relations within diverse environments. Train new staff members, communicate between staff and residents, and implement resident retention programs. Plan events for the residents involving the community. Process paperwork, handle money, and conduct interviews and other tasks assigned by manager. Achieved top leasing agent within the company. Trained in OneSite, Fair Housing and other Grace Hill certificates.

August 2010 – July 2011
Respite & Habilitation Provider, Abrio Care Family Services, Flagstaff, AZ.
Provided discrete trial training, collected data, and used assessments to identify target skills for children with autism. Created a positive, fun, and interactive environment to stimulate the children to continue working throughout vigorous therapies.

March 2011 – May 2011
1:1 Classroom Aid, Flagstaff Unified School District, Flagstaff, AZ
Provided one-on-one assistance and discrete trial training for a child with autism within the classroom setting. Provided individual discrete trial training during times when the

child was experiencing challenges in focusing or having difficulty with certain classroom activities. Worked with the child to generalize and integrate the learned skills into everyday life by demonstrating examples and providing positive reinforcement.

September 2007 – May 2010; May 2012- July 2012

Hostess and Server, California Pizza Kitchen, Scottsdale, AZ

Balanced the needs of the restaurant, co-workers and customers with great customer-service and efficiency. Trained on the Aloha system.

ELECTRONICS AND SKILLS

Microsoft Word, Microsoft Powerpoint, Microsoft Excel, Discrete Trial Training, OneSite, Fair Housing, Aloha, CPR, First Aid, CIT 1 & 2, various Grace Hill training.

REFERENCES

Michelle Stoppenhagen

(801) 662-9094

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Keller Investment Properties, Regional Manager

David Lloyd

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Keller Investment Properties, Vice President

Andrew Gardner

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Northern Arizona University, Professor

Board Certified Behavior Analyst, Doctorate