

KAYLA FLOWERS

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EXPERIENCE

ADMINISTRATIVE ASSISTANT, Kentucky Dept. of Education
September 2013 to present, *Frankfort, Ky.*

Support the Office of School and Community Nutrition, primarily with information management. Developed organizational tracking system, tracked contacts from SCN programs sponsors and administered Summer Food Service Program.

IMAGING ASSISTANT, Kentucky Dept. of Libraries and Archives
March 2011 to present, *Frankfort, Ky.*

Duties include scanning images, digital archival, organizing and indexing digital documents. Recent work includes micrographics filming for newspapers and plats and Research Room assistance. Responsible for state archive patron assistance, repairing flood-damaged files and maintaining daily circulation of borrowed items. Position obtained through ADECCO.

UNDERGRADUATE ASSISTANT, Morehead State University
August 2007 to May 2008, *Morehead, Ky.*

Assisted in founding research initiative for The Little Company, developed plan to survey teachers and administrators regarding effectiveness of troupe performances and school workshops.

WORKSHOP COACH, The Little Company
January to May 2007 & 2008, *Morehead, Ky.*

Performed in workshops for children and teens that was implemented in up to 12 performances per week, coached workshop for students regarding Arts & Humanities state testing, exceeded GPA requirements.

UNDERGRADUATE ASSISTANT, Morehead State University
August 2006 to May 2007, *Morehead, Ky.*

Assisted in research study locating and listing the number of available copies of "Don Quixote" on WorldCat and most prevalent languages used in the texts.

EDUCATION

UNIVERSITY OF KENTUCKY
Lexington, Kentucky, 2012-2014
Master of Science, Library Science
GPA: 3.7 Cum Laude

MOREHEAD STATE UNIVERSITY
Morehead, Kentucky 2006-2010
Bachelor of Arts, English & Theatre
GPA: 3.6 Cum Laude, Dean's List

SKILLS

- Typing: 120 wpm
- Exceptional organization skills
- Computer skills: Social media, Microsoft Office, Photoshop, GIMP and Apple products
- Workshop and training leadership experience
- Detail-oriented and organized
- Experience with graphic design, drawing and painting

VOLUNTEER WORK

PASTOR KEN LAND
2013 to present, administrator

GOD'S PANTRY FOOD BANK
2013, volunteer

QUEST COMMUNITY CHURCH
2012-2014, project manager

KIDQUEST JUNIOR MINISTRY
2012-2014, leader

McCONNELL CONFERENCE
2012, 2013, volunteer