

# KayIn Hubbard

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Authorized to work in the US for any employer

## Work Experience

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### **Teacher Assistant**

Dallas Independent School District - Dallas, TX

September 2023 to Present

- Presenting subject matters to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods.
- Coordinating with the teacher on all assignments and activities that are planned to promote a healthy instructional environment.
- Monitoring student behavior supervises students in the classroom and other locations.

### **Shift Supervisor**

Starbucks - Duncanville, TX

June 2021 to September 2023

- Assist the store manager in executing store operations during scheduled store hours.
- Organize and facilitate opening and closing duties.
- Delegate tasks to staff members to insure that the store creates the Starbucks experience.
- Creates a positive learning environment for new sta while implementing a nurturing barista experience.
- Great cash management, has experience with profit/loss statements.

### **Server/Waiter**

Lucky's Pub - Katy, TX

January 2018 to March 2020

- Provide welcoming phone greeting and following guest ordering procedures.
- Respond to additional patron requirements by inquiring of needs; observing dining process.

### **Daycare Teacher/Bus Driver**

Children's Learning Adventure - Cypress, TX

January 2019 to December 2019

- Established and maintained effective relationships with students, peers and parents.
- Developed and implemented various thematic lesson plans utilizing age-appropriate material and focusing on relevant topics
- Inspired students and assisted them in developing their creativity and self-expression through various art forms and media.

**Sales Associate**

AutoZone - Cypress, TX

January 2019 to November 2019

- Providing exceptional customer service
- Assisting customers in finding the right products
- Managing inventory, store cleanliness, processing transactions, and promoting sales

**Program Leader**

After School All Stars - Dallas, TX

November 2017 to January 2019

- Ensure a safe and loving environment for children in the after school program.
- Meet with co-workers weekly to discuss the theme to provide the children with better life skills.

**Store Clerk/ Clerk Trainer**

QUIKTRIP CORP - Dallas, TX

April 2015 to June 2018

- Provide customers with information on products and their features.
- Receive incoming items and ensure that all paperwork is in order.
- Created a motivated and positive store environment to inspire employees and make the customer feel welcome.

**Barista/Shift Supervisor**

OAK GARDENS CHURCH CAFÉ - Dallas, TX

May 2015 to April 2016

- Assign each member of the team tasks based on their competencies and the needs of the group to meet production goals.
- Trained and developed all staff members to ensure delivery of quality service and uphold service standards.
- Balancing cash registers and making deposits

**Retail Sales Associate/Customer Service**

MARSHALLS

August 2014 to November 2015

- Managed and maintained displays as indicated by planograms, end cap, and bulk stack instructions.
- Resolved customer complaints or issues to maintain store standards of service.

## Education

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**Associate's in Education**

El Centro College - Dallas, TX

July 2019 to Present

## Skills

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- Customer Service (6 years)
- MS Office (4 years)
- Serving Experience (3 years)
- Child Care (6 years)
- Time management
- Communication skills
- Customer service
- Leadership