

PAIGE DUPLER

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EDUCATION

Bachelor of Science in Business Administration
Kansas State University | Manhattan, KS

Expected: Dec 2025

- Cumulative GPA: 3.7
- Major: Marketing
- Minor: Leadership Studies
- Certificate: Professional Strategic Selling

WORK EXPERIENCE

Office Manager

May 2022 - Present

H and H Contracting Inc. | Manhattan, KS

- Utilize QuickBooks software to maintain accurate financial records, generate invoices, and reconcile accounts, ensuring financial transparency and accountability
- Efficiently handle customer payments, including cash, checks, and electronic transactions, maintaining a high level of accuracy in recording and depositing funds

Child Care Worker

May 2020 - Present

In-home childcare provider | Manhattan, KS

- Successfully monitor the activities of up to five children simultaneously, maintaining a safe and secure environment
- Supervise daily activities, including playtime, arts and crafts, and educational games, ensuring a stimulating and enjoyable experience for the children
- Reinforce important personal hygiene habits, such as handwashing, teeth brushing, and toilet training, promoting independence and self-care

ACTIVITIES AND INVOLVEMENT

Member

Jan 2023 - Present

Staley School of Leadership Ambassador Program

- Actively contribute to the success of the Staley School of Leadership Ambassador Program by helping plan events and developing leadership educational activities, showcasing a detail-oriented approach to ensure the smooth execution of programs and events
- Collaborate effectively within the education committee to brainstorm, create, and implement innovative leadership development initiatives, fostering a creative mindset to inspire growth and learning among peers and perspective students
- Volunteer for Staley School of Leadership events, actively participating in opportunities for personal and leadership growth while showcasing a commitment to the program's goals and values

Member

Sep 2023

Women In Business

- Demonstrate strong dedication by consistently attending monthly meetings, actively engaging in discussions, and contributing to decision-making processes
- Successfully participate in tabling events to promote Women In Business on campus, showcasing excellent communication skills to engage with prospective members and generate interest

HONORS & AWARDS

John Jacob & Elizabeth Rhodes Scholarship
Kansas State University

Aug 2023

Limestone Award
Kansas State University

Aug 2022

Steel and Pipe Supply Scholarship
Steel and Pipe Supply inc.

Aug 2022