

Bailey Gagnebin

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29384 Rockwood Ave Paola, Ks 66071

PROFESSIONAL SUMMARY

Highly Organized and proactive student with excellent communication skills and a strong work ethic. Proven ability to work well in team environments and collaborate effectively with peers.

SKILLS

Organizational Skills
Time Management
Communication Skills

Customer Service
Leadership
Adaptability

Problem Solving

PROFESSIONAL EXPERIENCE

Hearing and Speech Therapy & Child and Family Services - Manhattan, Ks January 2024 - Present Front Desk Receptionist

- Greets visitors
- Update calendars and schedule meetings
- Answering and routing phone calls
- Maintain records and files
- Schedule appointments
- Customer service

Ozone Fitness - Osawatomie, Ks May 2023 - Aug 2023 Head Lifeguard

- Provided close supervision of all lifeguards including training, oversight, and evaluations.
- Ensured that first aid was provided properly in emergencies.
- Monitored the chemicals and chlorine that were added to the pool.
- Acted as a liaison between the public and the staff.

KC Watersports – Paola, Ks May 2024 – Aug 2024 Instructor

- Designed customized wakeboarding lessons for diverse skill levels, from beginners to advanced riders.
 - Instructed students on proper techniques, safety protocols, and equipment use to maximize performance.
 - Maintained and inspected wakeboarding equipment and boats to ensure optimal functionality and safety.
 - Delivered exceptional customer service, creating a positive and supportive atmosphere for learners.
 - Responded effectively to emergencies, employing first aid and rescue techniques as needed.
 - Fostered a positive and motivating atmosphere, providing constructive feedback and encouragement to students.
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EDUCATION

Expected May 2027 **Bachelor of Science: Kinesiology**

Kansas State University- Manhattan, Ks

- **3.7 GPA**
 - **Pi Beta Phi Sorority Member**
 - **Kinesiology Student Association Member**
 - **Kinesiology Department Student Ambassador**
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CERTIFICATIONS

- CPR Certification
- AED Certification
- First Aid Certification
- Lifeguard Certification