

RENAE KOHLES

LinkedIn: www.linkedin.com/in/renae-kohles

e: renaek@ksu.edu

p: 402-889-2372

EDUCATION

Bachelor of Science in Business Administration

Kansas State University | Manhattan, Kansas

Majors: Marketing & Professional Strategic Selling

Expected: Spring 2027

EXPERIENCE

Receptionist

Aug 2024 - Present

Kansas State University Academic Achievement Center | Manhattan, KS

- Assist students in locating academic resources, providing guidance to enhance their academic success
- Coordinate and manage the scheduling of tutoring sessions, ensuring efficient and timely service
- Serve as the first point of contact for students, delivering friendly and professional assistance

Pool Server

May 2024 - Present

Mission Hills Country Club | Mission Hills, KS

- Provide exceptional service to guests on the pool deck, ensuring a pleasant and enjoyable experience
- Efficiently take and deliver orders, maintaining high standards of service and attention to detail
- Engage with guests to anticipate their needs, contributing to a welcoming and relaxed atmosphere

Shift Lead

Apr 2020 - Present

Chick-Fil-A | Lenexa, KS

- Oversee the smooth operation of the store, including drive-thru, front counter, and catering services, ensuring all areas are efficiently managed and fully staffed
- Supervise over 15 employees, optimize labor usage during shifts, and provide guidance to ensure team performance aligns with company standards
- Prioritize guest satisfaction by addressing and resolving customer issues promptly and effectively
- Responsible for opening and closing procedures, including accurately accounting for total sales and securely depositing cash

CAMPUS INVOLVEMENT

Member

Aug 2023 - Present

Pi Beta Phi Sorority

- Collaborate with fellow members to organize and execute philanthropic events supporting literacy initiatives, contributing to over 200 volunteer hours annually and over \$5,000 for local and national charities
- Develop leadership skills by participating in committee work, including social planning, recruitment efforts, and community outreach programs while cultivating a strong sense of collaboration and communication through active involvement in chapter meetings, events, and sorority traditions

Member

Aug 2023 - Present

Women In Business

- Engage in professional development workshops, networking events, and guest speaker sessions focused on empowering women in the business industry while also participating in discussions and activities that promote gender equality and leadership in the workplace
- Collaborate with peers to plan and execute events, including career panels and mentorship programs, aimed at enhancing the skills and career prospects of female business students while simultaneously utilizing recruitment initiatives around campus to grow participation

HONORS & AWARDS

Wabash Canonball Scholarship Recipient

Aug 2023 - Present

Kansas State Alumni Association

Remarkable Futures Scholarship

Aug 2023 - Present

Chick-Fil-A

Dean's List

Aug 2023 - Present

Kansas State University