

JAYLEE GILES

Phone
620.899.9965

Address
Manhattan, KS 66502

Email
jayleegiles@ksu.edu

Website
www.linkedin.com/in/jayleegiles

EDUCATION

Bachelor of Science in Business Administration Kansas State University | Manhattan, KS | Anticipated: May 2026

Major: Human Resource Management

Certificate: Professional Strategic Selling & Business of Sports and Entertainment

GPA: 3.3

EXPERIENCE

Undergraduate Manager Assistant Kramer Dining | Manhattan, KS | Oct 2022 - Present

- Led a team of 10 students, providing guidance and support to ensure their successful completion of assigned tasks and projects
- Coordinated and executed closing tasks for student employees, resulting in improved communication and collaboration among team members

Barista Scooters Coffee | Hutchinson, KS | Nov 2021 - Present

- Trained and mentored new baristas, resulting in improved team performance and increased efficiency
- Resolved customer complaints and issues, ensuring a positive experience for all customers
- Developed and maintained strong relationships with regular customers, resulting in a loyal customer base
- Increased customer satisfaction by consistently delivering high-quality beverages and providing exceptional customer service

CAMPUS INVOLVEMENT

Student Staff Kansas State University Marching Band | May 2024 - Present

- Collaborated with directors and staff members to organize and assist over 50 rehearsals, meetings, and events, ensuring seamless execution and participant engagement.
- Strengthened leadership and problem-solving skills by leading the execution of diverse organizational functions, achieving a track record of punctual and impactful delivery.
- Advanced professional networking and learning by leading diverse activities, cementing relationships that enhanced ongoing professional development, and yielding measurable achievements.

Vice President of Service Kappa Kappa Psi | Apr 2024 - Present

- Effectively plan and execute service projects for athletic and wind bands
- Effectively communicate with 30 members regarding upcoming projects, updates regarding service, and events that we are hosting
- Work alongside 8 other executive members to plan and execute events and meetings

Member

Kansas State University Marching Band | Aug 2022 - Present

Member

Kappa Kappa Psi, Kansas State University | Fall 2022 - Present

Member

Kansas State University Cat Band | Fall 2022 - Present

Member

College of Business Ambassador, Kansas State University | Fall 2023 - Spring 2024

Business Manager

Alpha of Clovia, Kansas State University | Jan 2023 - Oct 2023

- Ensure food is stocked and regularly purchased within the household
- Lead and train 35 fellow sisters on the importance of food safety, kitchen safety, and following food regulations
- Communicate with members on the Executive Council for Alpha of Clovia to ensure everyone is on the same page within the house