KAYLEE SEARS

Olathe, KS 66062 | kgsears@ksu.edu | 913-271-8653

EDUCATION

Bachelor of Science in Business Administration - GPA: 3.55
Kansas State University | Manhattan, KS **Expected: May 2027**

Major: Human Resource Management | Certificates: Professional Strategic Selling, Business of Sports and Entertainment

EXPERIENCE

Student Assistant to the Dean's Office
K-State College of Veterinary Medicine **Feb 2025 - Present**

- Provide administrative support to the Dean's Office, ensuring efficient daily operations
- Assist with clerical tasks, including filing, data entry, and document preparation
- Manage incoming communications, directing inquiries to appropriate departments
- Maintain confidentiality while handling sensitive information and student records

Student Marketeer
Red Bull North America | Riverside, MO **Jul 2024 - Present**

- Maintain direct contact with consumers to drive and invite product trial
- Plan and attend over 5 Red Bull events each month to ensure an unforgettable brand experience for consumers
- Manage the Red Bull brand on campus and at the student level with 25,000 students
- Support Off-Premise and On-Premise sales team on and around campus with over 30 accounts

Certified Tanning Consultant
Solarium | Olathe, KS **Feb 2023 - Dec 2024**

- Engage with customers to build relationships and rapport to drive sales and loyalty
- Leverage product expertise to overcome objections and to close sales on packages, memberships, and products
- Exceed in sales objectives by reaching 115% of goals monthly

CAMPUS INVOLVEMENT

Member
Delta Delta Delta, Kansas State University **Aug 2023 - Present**

- Serve as Director of Financial Operations; conduct the housing budget of over $105,000 for officers, work collaboratively with fellow board and committee members to set goals and prioritize chapter budgeting
- Participate in philanthropic events and helped contribute to raise over $100,000 in past 2 years
- Facilitate weekly meetings with over 120 women, fostering a collaborative and engaging environment

SKILLS

Adobe Systems Adobe Photoshop | Adobe Systems Adobe Creative Cloud | Adobe Systems Adobe InDesign

Microsoft Office | Microsoft Excel | Microsoft Outlook | Microsoft PowerPoint | Microsoft Word