

**Kaelyn Owen** | Maple Park, IL | 815-826-0651 | [kaelyn.anne.owen@gmail.com](mailto:kaelyn.anne.owen@gmail.com)

**Professional Summary** Detail-oriented and customer-focused professional with strong communication, organizational, and technical skills. Proficient in Microsoft Office Suite and experienced in team collaboration, customer interaction, and multitasking. Seeking an office role to contribute organizational and technical expertise to a dynamic team.

### **Skills**

- Skilled in Word, Excel, PowerPoint, and Outlook for organizing tasks and creating professional documents.
- Experienced in handling customer inquiries and maintaining professionalism in both written and verbal communication.
- Adept at managing schedules, inventory, and maintaining operational efficiency.
- Demonstrated ability to work collectively with colleagues to achieve goals.
- Strong phone communication skills and polished customer service techniques.
- Thrives in dynamic environments, quickly learning and excelling in new roles and industries.

### **Professional Experience**

**Server** *Buffalo Wild Wings* - South Elgin, IL 6/2025 - Present

- Executes exceptional customer service.
- Developed a bond with many customers.

**Roofing Canvasser** *Pro-Resto* - Elgin, IL 4/2025 - 5/2025

- Developed trust with local clientele.
- Delivered exceptional service for customers looking to renovate.
- Lead personal team to deliver quality services.

**Quick Lube Technician** *Dekalb-Sycamore Chevrolet* – Dekalb, IL 1/2025 – 4/2025

- Delivered exceptional customer service while managing automotive maintenance tasks.
- Collaborated effectively with team members

**Car Porter** *Dekalb-Sycamore Chevrolet* – Dekalb, IL 10/2024 – 1/2025

- Promoted after three months due to consistent performance and initiative.
- Provided support to the dealership team while maintaining professional communication, including phone interactions.

**Task Associate** *Ulta Beauty* – Casa Grande, AZ 2/2023 – 10/2023

- Maintained a clean and organized store environment, stocking shelves and updating displays.
- Utilized organizational skills to manage inventory efficiently and support store operations.
- Delivered excellent customer service, ensuring a positive shopping experience.

### **Education**

**High School Diploma** *Penn Foster* – Graduated 2024