

Paige Kylie Laffoon

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EDUCATION

Indiana University, Kelley School of Business, Indianapolis, IN

Expected Graduation: May 2027

Bachelor of Science in Business

Major: Marketing, Real Estate

EXPERIENCE

Sun Tan City

Indianapolis, IN

Tan Consultant

December 2024-Present

- Deliver personalized customer service and product recommendations to consistently meet sales goals.
- Maintain a clean, organized salon environment through regular cleaning and upkeep.
- Multitask efficiently in a fast-paced setting, managing client check-ins, sales, and cleaning.
- Support a positive, team-focused workplace through collaboration and participation in incentives.
- Operate POS systems and perform basic computer tasks for transactions and client management.

Back 9 Golf & Entertainment

Indianapolis, IN

Server

September-December 2024

- Greeted customers in a friendly and efficient manner.
- Took accurate food and drink orders to ensure prompt service.
- Served food and beverages courteously, regularly checking in to ensure customer satisfaction.
- Handled cash and credit card transactions accurately while maintaining a clean and organized work area.
- Assisted in setting up and breaking down event spaces and catering services as required.

Warren County Community Foundation

Williamsport, IN

Intern

Summer 2024

- Marketed upcoming events on social media platforms to boost community involvement and engagement.
- Organized and managed a vibrant community Street Fair, fostering local connections and participation.
- Established strong communication with local vendors and businesses, encouraging their active participation in the Street Fair event to enhance community involvement.
- Leveraged grant funding to support and implement outdoor projects that enriched the community environment.

St. Elmo's Steakhouse

Indianapolis, IN

Hostess

October 2023-May 2024

- Answered phone calls courteously, welcomed and seated guests, and presented menus to ensure a positive dining experience.
- Prepared seating arrangements and organized reservations to maximize guest satisfaction and streamline service.
- Monitored the dining room for cleanliness and adequate supply levels to maintain a welcoming atmosphere.

PROFESSIONAL ORGANIZATIONS

Indiana University Indianapolis Track and Field

Indianapolis, IN

Athlete

August 2023-Present

- Compete as a student-athlete at the collegiate level, showcasing strong commitment and teamwork.
- Demonstrate effective time management skills to balance academic responsibilities with athletic training and competition.

Women In Business

Indianapolis, IN

Member

January 2024-Present

- Work to cultivate professionalism throughout my undergraduate degree, engaging in opportunities that enhance my skills and prepare me for future career challenges.

Hickman Heights Christian Church

Williamsport, IN

Member/Volunteer

December 2004-Present

- Pack weekly meals for the HHCC/ WES Backpack Program to support mission efforts.
- Provide outreach services during mission trips at various locations, including a homeless shelter in Chicago, IL, Refuge Ranch in Springfield, IL, and a women's shelter in Springfield, IL, assisting at-risk children and families in need.