

Kyle Mallick

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Education

California State University, Chico

December 2013

Bachelor of Arts, Psychology

Participated in: Intramural Sports, Sense of Place Fair, Museum of the Mind

Computer Skills:

Proficient in: Microsoft Office, Word, Excel, PowerPoint

Familiar with: SPSS

Experience

Butte Humane Society - Public Relations Intern

September-December 2013

- Wrote, developed and proofed press releases and animal biographies
- Assisted in planning, organization and execution of special events
- Participated in media relations and outreach communications; sponsor appreciation packets, community calendar listings, BHS events page listings, and event handouts to local businesses
- Trusted to handle BHS excel sheets and edit BHS website

RG Creations Inc. - Assembly Team Member

June-August 2013

- Handled several tasks simultaneously and efficiently in demanding work environment
- Worked effectively under pressure and met deadlines as a individual and team member

Luigi's Pizza & Pasta – Cashier and Delivery

July 2010-July 2011

- Efficiently handled tasks asked by the manager
- Asked by manager to work cashier position along with delivery position after showing dedication, hard work, and exemplary communication skills
- Handled orders over the phone as well as walk-in and dine-in orders
- Dealt with customers frequently understanding the key components of customer service
- Trusted to handle money and cash register as both cashier and delivery representative
- Represented company at multiple promotional and charity events

Redman & Associates Inc. – Part time Security and Customer Assistance

June 2008-June 2010

- Handled and directed customers and participants in all events
- Assisted in watch of unauthorized participants and suspicious activity
- Gained critical knowledge of customer service when assisting individuals

St. Peter's Church – Volunteer coach for boys and girls basketball

March 2004-May 2010

- Dealt with multiple personalities while teaching importance of team work and chemistry
- Demonstrated the importance of time maintenance; between hard work and having fun

Projects and Presentations

Capstone Psychology Class-Performance Based on Athlete Attachment Types

Spring 2013

- Examined past research done on athlete attachment types and how it affected performance
- Worked independently and used Microsoft Word to write about findings and PowerPoint to present findings to class

Business Management-Managerially Based Decisions

Spring 2012

- Worked as a group member to interview family and local business owners/managers to learn about how managerial decisions effect business as well as employees

Hobbies and Interests

- Hobbies include sports (basketball, football, baseball), snowboarding, bicycling, hiking, fishing, video games
- Interests include psychology, animal and plant life, health and fitness, clothing and apparel, sport statistics, coaching youth

References Available Upon Request