

KAYLYN MARI WHEELER

kaylynwheeler.com | 724-372-4531 | wheelerkay01@gmail.com

EMPLOYMENT HISTORY

SEPT. 2022 - PRESENT

Grove City, PA

Parts Advisor, Diehl Automotive of Grove City

- Provide vehicle parts and merchandise to the dealership's technicians and customers.
- Receive, unpack, and store parts in appropriate storage locations.
- Confirm quantity and condition of goods received against invoices, purchase orders, and packing slips.
- Process core returns, warranty part returns, and obsolete inventory returns as necessary.
- Reorganize and condense warehouse storage locations.
- Train new advisors on job tasks and operational procedures.

AUG. 2021 - JULY 2022

Erie, PA

Graduate Assistant, Partnership Erie

- Assisted the Director with outreach activities involving system administration, planning, and website maintenance.
- Trained interns on website design standards about how to create, design, and present professional websites to non-profit organizations.

SEPT. 2020 -AUG. 2021

Erie, PA

Web Developer, Partnership Erie

- Completed projects for various non-profit organizations by designing professional websites utilizing website design standards, HTML, and CSS.
- Mentored an intern and oversaw the completion of tasks.

JAN. 2010 - APRIL 2021

Sandy Lake, PA
Slippery Rock, PA

Office Manager, H&R Block

- Professionally addressed customer questions and concerns in person and through phone conversations.
- Organized customer appointments and managed employee work schedules for two office locations.
- Supervised and assigned tasks to six employees.

EDUCATION

AUG. 2021 - JULY 2022

Erie, PA

Master of Business Administration

Pennsylvania State University

JULY 2015 - DEC. 2019

Erie, PA

Bachelor of Arts in Digital Media, Arts, & Technology Accounting Minor

Pennsylvania State University

SKILLS AND EXPERTISE

Adobe (Illustrator, InDesign, Photoshop & Premiere Pro)
Coding (CSS & HTML)
Microsoft (Excel, Powerpoint & Word)
Web Design (SEO, Multimedia Production & WordPress)
Dealer Management System (CDK Global & Tekion Corp)

PRESENTATIONS

Penn State Behrend Business Showcase (2021 & 2022)

AWARDS

Henry Bloch Excellence in Client Service Award (2018)
Mark of Excellence Award Winner (2023)

CERTIFICATIONS

Organizational Leadership
Forklift Certification
Automotive Hazmat Certification

PROJECTS

Direct Allergy
The Anchor School
Grace Leadership ITC
Parkinson Partners of NW PA
Clymer Hill Reformed Church
Tri-City Raceway Park