

KAYLYN MARI CAMPBELL

kaylynwheeler.com | 724-372-4531 | kaylyncampbell8@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 assist manager with obsolete inventory returns as necessary.
- Reorganize and condense warehouse storage locations.
- Mentor 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)
GM Mark of Excellence Award (2023 & 2024)

CERTIFICATIONS

Organizational Leadership
U.S. OSHA Forklift Certification
Automotive Hazmat Certification