



1210 3rd Avenue North
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OBJECTIVE

My goals are to work in the media industry and be a content creator, along with striving to challenge myself by stepping out of my comfort zone.

KYLEIGH ALEXCIS HILBERT

EXPERIENCE

Resident's Assistant

July 2020-PRESENT • Bismarck State College • Responsible for ensuring resident's safety while living on campus. Hosted monthly programs to help residents interact, along with engaging and educating them on various topics. Maintained and enforced strict and up-to-date policies regarding the COVID-19 outbreak to ensure resident's safety.

Mystic Java Barista

Aug. 2020-PRESENT • Bismarck State College • Worked and served 50-100 customers per shift. Memorized and made customized recommendations for guests.

Afterschool Program Teacher

Feb. 2020-2021 • Missouri Valley Montessori • Taught various lessons and interacted with students ranging from ages 3-6 years old at the afterschool program.

Certified Nurse's Assistant (CNA)

Nov. 2017-Aug. 2019 • Lutheran Home of the Good Shephard • Assisted elderly residents with daily cares, such as bathing, feeding and other activities of daily living. Took resident's various vitals per the head nurse's request.

Certified Lifeguard

May 2016- Aug. 2020 • New Rockford Park Board • Ensured swimmer and pedestrian's safety while they attended the city swimming pool. Assisted in teaching levels 1-6 of swimming lessons to youth ranging in ages 2-13 years old.

EDUCATION

Bismarck State College, Bismarck, ND

- August 2019-2021
- Associates in Arts degree.
- Associates in Applied Science degree in Mass Communications.
- 3.7 GPA average

New Rockford-Sheyenne HS, New Rockford, ND

- August 2015- May 2019
- High School Diploma.
- 3.8 GPA average



SKILLS

- Knowledge in Spanish.
- Extensive use with Adobe Creative Suite.
- Proven ability to stay well organized.
- Expertise in communication and working well with other people.
- Hard working, dedicated and fast learner.

LEADERSHIP & HONORS

- **Mystic Media Coordinator**, 2020-2021. Worked with the Mystic Media team to plan and organize projects, along with creating video, photo, print and layout publications for our media platforms.
- **Bismarck State College 2020-2021 Outstanding Student**, awarded for outstanding student in the Mass Communications program at BSC.
- **Bismarck State College Presidents Honor Roll**, honored for Fall 2019, Spring 2020, Fall 2020 and Spring 2021 semesters.
- **New Rockford-Sheyenne Student Council President**, 2017-2019.
- **FCCLA** (Family, Career and Community Leaders of America) **State Officer, VP of Public Relations**, 2017-2018. Worked with the state officer team and oversaw all the social media platforms and posting content for ND FCCLA program. Also planned the 2018 state convention.
- **New Rockford-Sheyenne FCCLA chapter president**, 2018-2019. Lead and planned events/meetings for the chapter.
- **National Honor Society**, 2016-2019. Maintained a 3.5 GPA or higher and completed 20 volunteer hours a semester, plus work 2 blood drives a year.
- **Red Hero Cord** honored at High School Graduation for volunteer work at 6+ blood drives.

REFERENCES AVAILABLE UPON REQUEST