

# JAYNE KILANDER

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1128 N 46th St, Milwaukee, WI 53208

## PROFESSIONAL SUMMARY

Straight-A student with experience managing a busy schedule, driven and hard-working. Outgoing and compassionate, experience with kids and multitasking. Avid reader and writer with a passion for social justice and a background in activism.

## SKILLS

- Driven: I put 100% effort into all that I do and it shows through my success at school and involvement in my community. I always find a way to balance everything happening in my life, and would easily be able to make a job my priority.
- Leadership: I am a leader and I recently attended the National Student Leadership Conference which allowed me to learn important skills in order to be an effective leader.
- Empathetic: I am involved with the ACLU greatly, and am active in my community through my activism efforts. I always put myself in other people's shoes and try hard to be as kind and compassionate as I can be to others.
- Multi-Tasking Abilities: I work with children a lot and am able to balance the many things on my plate. Kids are always moving, so I have to make sure that everything is running smoothly in order to make sure the kids are safe.

## WORK HISTORY

**Nanny** | Jessica Moeller - Milwaukee, WI

**05/2018 - 08/2018**

- Closely monitored children's play activities to verify safety.
- Established and maintained a safe play environment for the children.
- Assisted with light housekeeping duties
- Monitored children's play activities to verify safety.
- Promoted language development skills through reading and storytelling.
- Supported children in their daily activities, including playing, meals and snacks, hygiene and socialization.
- Supervised children on the playground to help develop physical and social skills.

**Assistant** | Lowenberg Law Offices - Milwaukee, WI

**02/2018 - 05/2018**

- Input files into the computer.
- Copy and write professional letters.
- Learned skills like organization, time-management, and scheduling.
- Completed all daily tasks and special assignments with an efficient and quality-driven approach.
- Built relationships with customers to increase likelihood of repeat business.
- Cleaned and organized the store, including the checkout desk and displays.
- Reviewed Deed of Trust, Title Commitment and prior bankruptcies documents.
- Eliminated workflow downtime by restructuring and maintaining client billing and case records.

## EDUCATION

Rufus King High School - Milwaukee, WI

**2020**

I am a current Junior at Rufus King High School, and I have a 4.0 GPA, started our Environmental Awareness Club, and I am involved in National Honor Society, Science National Honor Society, and Spanish National Honor Society, as well as our ACLU student alliance.