

Kalan R. Haywood II

Profile

A very committed, hardworking and honest young professional with excellent communication and organization skills. Goal oriented, diverse team member with leadership skills that is focused to maximizing opportunities that enhance, both, personal and community growth.

Qualifications

Group organizing, Operating multi-line phone giving and taking information from caller. Operating office equipment such as fax machine, copier machine, computer. Set up and maintain paper and electronic filing. Proven success in building relationships and influencing key decision makers.

EDUCATION

Rufus King International School , Milwaukee, WI. (2013-Current)

Golda Meir Middle School (2010-2013)

Golda Meir Elementary School (2007-2010)

Honors:

- National Junior Honor Society Member

Activities:

- Boys and Girls Club

-Rufus King High School Student Ambassador

- State Representative David Bowen Campaign

- Black Student Union Member

EXPERIENCE

- Vanguard Group, LLC

Responsible for cleaning office, filing, mail delivery, document delivery and copying