**Kailey Allen**

Visalia, CA 93292 Email: [kaileyjoyallen@yahoo.com](mailto:kaileyjoyallen@yahoo.com) Phone: (559) 967-4260

Professional Profile

Highly motivated and hardworking professional with a passion for kinesiology and helping others. Excellent verbal communication and customer service skills. Experienced team player that is also able to thrive on an individual level.

Key Skills

Athletic Training Knowledge Microsoft Office Proficient- PC & Mac

Team Building & Motivation Confidential Record Management

Leadership & Teamwork Intermediate Portuguese Language Skills

Communication Skills Organization & Time Management

Education

Bachelors of the Arts- Kinesiology

Fresno Pacific University, Fresno CA, GPA 3.6, Aug. 2011- May 2013

*Related Coursework:*

Human Exercise Physiology, Biomechanics, Motor Behavior, Human Anatomy, Human Physiology, Microbiology, Exercise Prescription and Exercise Programming.

*Leadership & Awards:*

* Fresno Pacific University Women’s Volleyball Team: 2011-2013
* Athletic & Academic Scholarships: 2011-2013

Relevant Experience

Fresno Pacific University- Assistant Coach

Fresno, CA, May 2013-Present

Aided in administrative duties and aided in development of young women. Aided in practice development and ideas. Conducted and accomplished administrative Sunbird Volleyball Camps.

Pacific Premier Volleyball Academy

Fresno, CA, Jan. 2012- May 2012

Head coach for volleyball girls club team under 14’s age. Helped girls develop physically, mentally and emotionally for their transition from Jr. High to High School level athletic play.

Level 1 trainer Intern- Fresno Pacific Athletic Training

Fresno, CA, Jan. 2012- May 2012

Assisted with set-up of training equipment and resources for athletic events. Knowledge of athletic injuries. Stretched student athletes out prior to events. Learned how to operate the Stem machine for student athletes. Developing ankle-taping skills.

Work Experience

Intern- Ob- Gyn Associated, Matharu Jaswant K MD

Fresno, CA, Intern Feb. 2013- Present

Shadow a nurse practitioner to learn about patient intake, procedural processes and gynecology aspects. Learned patient care, common infections/diseases under, and pathology reports.

Front Desk Assistant- Dr. Barnes Dental Associates

Visalia, CA, Dec. 2011- Aug. 2012

Performed administrative assistant duties including filing, answering phones, scheduling appointments. Confirmed medical clearance for patient insurances.

• Drafted patient letters for promotional purposes and for patient follow up.

* Aided in establishing new Surgery Center process and procedures.
* Handled confidential patient records with tact and professionalism.