

Jaylyn (Dove) Leatherwood

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(239)-315-2661

EDUCATION

- May 2024 **Bachelor of Science, Business Analytics** (anticipated)
Florida Polytechnic University (State University System) – Lakeland, FL
Emphases: Logistics and Supply Chain Management
- May 2020 **Dual Enrollment Program**
Florida Southwestern State College – Naples, FL
- May 2020 **High School Diploma**
Barron Collier High School – Naples, FL
Summa Cum Laude

RELEVANT COURSE WORK

- International and Comparative Dimensions of Business
- Operations Research
- Accounting for Managers
- Introduction to Programming Using Python
- Six Sigma
- Entrepreneurial Opportunity Analysis
- Engineering and Technology Project Management

SKILLS & TECHNIQUES

- Graphic Design for Marketing
- Proficient in Microsoft Office, including Project and Excel
- Rudimentary in C programming,
- Python, and R
- Rudimentary in Minitab and MATLAB
- Medium proficiency in Excel Project

WORK EXPERIENCE

- May 2022-
Present Florida Polytechnic University, Orientation Leader (Lakeland, FL)
Is responsible for orientating incoming first-year students at Florida Polytechnic University, creating a positive welcoming experience, informing students of course information and campus services, and providing activities for social engagement.
- June 2022-
August 2022 Publix Supermarkets, Deli Clerk (Naples, FL)
Was responsible for assisting customer needs in the sub shop, keeping a sanitized work space, scanning inventory, and assisting with sanitization of the meat case.
- April 2019-
March 2020 Plato's Closet of Naples, Certified Buyer and Cashier (Naples, FL)
I was responsible for inspecting and approving new inventory for the store, as well as servicing customers and operating registers.

VOLUNTEERING & OUTREACH ACTIVITIES

- May 2022- Present President, Society of Women Engineers, FPU Chapter (Lakeland, FL)
Works with executive board to create and organize club schedule including meetings, activities, and events. Is responsible for designing and administrating all Instagram posts for SWE and works with Treasurer to create and balance club budget. Works with Student Government Association Representative to keep up with the activities of other clubs and plan general meetings and events. Is responsible for designing and administrating all Instagram posts for SWE. Creates purchase requests and manages finances for the club.
- July 2022- Present Marketing Coordinator, Florida Polycon Cabinet (Lakeland, FL)
Designs and publishes all social media posts for Florida Polycon, works with local businesses to promote the event, uses graphic design skills to create flyers and online media, designs merchandise for the event, works with talent for the event, and addresses all patron questions and concerns.
- Aug. 2021- May 2022 Vice President, Society of Women Engineers, FPU Chapter (Lakeland, FL)
Worked with President to create and organize club schedule including meetings, activities, and events. Is responsible for designing and administrating all Instagram posts for SWE and works with Treasurer to create and balance club budget. Works with Student Government Association Representative to keep up with the activities of other clubs and plan general meetings and events. Is responsible for designing and administrating all Instagram posts for SWE.
- Aug. 2021- July 2022 Social Media Coordinator, Florida Polycon Committee (Lakeland, FL)
Was head of all social media posts and used graphic design skills to work with the marketing coordinator and event head to promote the event.
- Jan. 2021- Aug. 2021 Chief of Staff, Rotaract, FPU Chapter (Lakeland, FL)
Worked with President and Vice President to create and organize club schedule including meetings, activities, and events. Worked with Treasurer to create and balance club budget. Worked with Student Government Association Representative to keep up with the activities of other clubs and plan general meetings and events.
- Jan. 2019-Dec. 2019 Volunteer, Collier County Public Library (Naples, FL)
Provided service to patrons in the Children's Department at the public library while organizing and alphabetizing.

AWARDS & SCHOLARSHIPS

- 2020-Present Florida Polytechnic University Merit Scholarship
2020-Present Florida State Bright Futures Scholarship, 100% Tuition Scholarship