

KAYLEE MECHAM

Sales and Marketing Assistant

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Logan, Utah 84321



EDUCATION

Utah State University, December 2023

Bachelor of Science - English Literature

Bachelor of Science - Communication Studies

- Emphases: Organizational Communication and Conflict Management

SKILLS

- Customer Service
- Detail Oriented
- Adaptability
- Proofreading and Editing
- Adobe Creative Cloud
- Organized
- Collaborative

VOLUNTEER EXPERIENCE

Show Ambassador

IAAPA International (2023-25), Asia (2024-25), and Europe (2025) Expos

- Facilitated EDUSessions
- Supported IAAPA Staff and other Ambassadors
- Provided solutions for exhibitors and attendees by resolving questions or concerns
- Dedicated Social Media IAAPA Staff Support (International 2024)
- Full Time Education Ambassador (Asia 2025)
- Full Time Communications Ambassador (Europe 2025)

Communications Intern

The Malouf Foundation | Sep 2022 - Dec 2022

- Created a network to expand scholarship program
- Edited scholarship applications for future use

WORK EXPERIENCE

Sales and Marketing Assistant

S&S Worldwide | Feb 2023 - Present

- Manage all social media accounts
- Creating internal marketing and branding standards
- Write all press releases and other content
- Provide support to national and international sales team
- Make all arrangements for all trade shows the company attends.

Accounting Clerk

S&S Worldwide | Mar 2022 - Feb 2023

- Kept all records and documents organized
- Planned team bonding activities
- Reconciled all company credit card statements
- Invoicing and other Accounts Receivable duties

Undergraduate Intern

Progressive Publishing | May 2022 - Aug 2022

- Wrote farm, beat, feature and news articles for publication in print and online
- Conducted in-person and over-the-phone interviews
- Attended industry events
- Worked independently in a hybrid office setting

Office Assistant

Three Men & A Shovel / Freckle Farm | Feb 2021 - Mar 2022

- Oversaw core components of hiring process
- Wrote and edited company policies, emails, and social media posts
- Planned company meetings and events
- Payroll

Café Supervisor

Cache Valley Fun Park | Aug 2020 - Feb 2021

- Communicated direction clearly and positively to coworkers, ensuring great customer experiences
- Maintained high standards of customer service during high volume, fast-paced operations
- Assisted in other areas of the Fun Park when needed
- Helped maintain a standard of cleanliness