



**KAITLYN JONES**

Director of Student Relations

“When people talk, listen completely.”  
– Ernest Hemmingway

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## *Professional Summary:*

Motivated and dedicated worker who is focused on hearing the voices of those in a community and working to make sure those voices are heard, and the problems that we are faced with get solved. A firm believer in creating a safe and inclusive environment for all those who are interested in getting involved with the democracy of our community.

## *Work Experience:*

Subway (Warren, Ohio) 2015-present

- Created a clean and welcoming environment when opening store
- Closer
- Handled transactions on register

Taco Bell (Warren, Ohio) summer 2016

- Drive Thru worker
- Effectively communicated with customers while making drinks and cashing customers out

Grazers (Kent, Ohio) October 2017-present

- Prepping/ Line Server
- Serving customers healthy food in a Create-Your-Own meal way
- Maintaining a welcoming environment for customers and coworkers

## *Civic Involvement and Leadership Roles*

Relay for Life- WGH Marching Band

- Successfully completed 24-hour walking
  - 2014
  - 2015
- Fundraising for Relay for Life
  - Cinnamon Roll Making
  - Leaf Raking Lawns in my community
  - Candy Bar Sales
  - Polar Plunge



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## Vice President of the Interact Club

- 2014-2016
- Provided opportunities for students to get involved with their community through service
- Assisted President in creating a safe and inclusive environment for freshmen and seniors alike

## National Honor Society (2015-2017)

- American Red Cross Blood Drive Liaison (Warren, Ohio) 2016-2017
  - Organized 5 successful Blood Drives partnering with the American Red Cross
  - Oversaw volunteers
  - Promoted event to sign up donors
  - Organized drive the day of
- Vincent DePaul Soup Kitchen (Warren, Ohio) 2016-2017
  - Gathered every 3<sup>rd</sup> Sunday to cook a meal and feed the homeless within my community
- Shine A Light on Autism
  - Collaborated with 3 other local High Schools to organize a walk to raise money and spread awareness about Autism in our community

## Bumble Bee Soccer coach 2016-2017

- Coached 3-4-year-old children in my community
- Organized practice twice a week
- Effectively communicated to parents

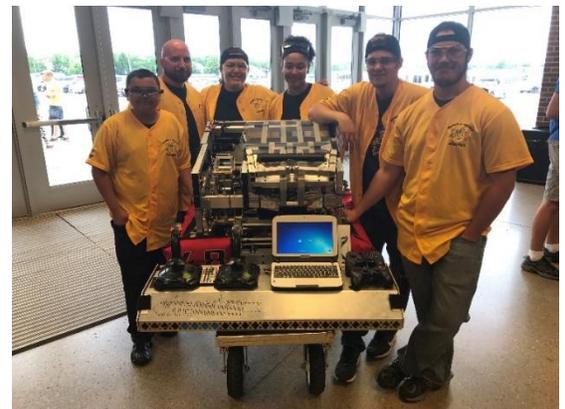


## Volunteering at Voting Polls (2016)

- Trained to operate voting machines for the Midterm elections and assist voters

## FRC Robotics Team

- Cleaned up road sides in our community
- Project Linus
  - Created and donated blankets for those in need



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Upward Bound

- Cuyahoga National Park
  - weeding out invasive species not native to Ohio

### Marching Band (2014-2017)

- Squad Leader 2016-2017
  - Taught 3 squad members half time and pregame drills
  - Built community within the Saxophone section
  - Welcoming new members



### Provost Leadership Academy

- Meet during fall semester to understand our leadership style, each other, and the community through activities and programs, from which we generated a list of possible areas of concern within the university community that could be addressed.
- Spring Semester we explore and work to improve one of those areas of concern. At the end of the semester, we present our final project to Todd Diacon, Provost and Senior Vice President for Academic Affairs



### Dunbar Hall Council (2017-current)

- KIC Representative and voting member of hall council
- In charge of Creative Minutes
- Assisted Hall Council in building community within our hall
- Merging Prentice and Dunbar Hall Council
  - Communicated with each Dunbar Resident about Hall Council and about how merging would affect them
- Delivered KIC packages to Dunbar and Prentice residents



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## Education:

Warren G. Harding High School

- High School Diploma with Honors (May 2017)

College Credit Plus

- Youngstown (2016-2017)
- Eastern Gateway (2015-2017)
- Kent State University (Summer 2016)

Kent State University 2017

- Freshman
- College of Arts and Sciences
  - Major- Biology/Pre-Medicine - in progress
  - Minor- Psychology – in progress

## Honors:

- Rank 11/274 in the graduating class of 2017 at Warren G Harding with a 4.4 GPA
  - Graduated with honors
  - Graduated with 19 college credit hours
- Recognized for outstanding Academics and Athletics (Johnson Award)

## Positional Duties-

### 1. Open Student Forum

Open Student Forum is an amazing opportunity for our students to have an open conversation about their needs on campus. Especially with the change in meal plans for the upcoming semester it was great to have representatives from dining to come and answer our questions. I would like to continue to invite representatives from services on campus to come and speak to our students and address any questions or concerns that may arise. My goal would be to have the Provost and or President Warren come to a meeting, and with my connection in the Provost Leadership Academy I believe I can make this happen.



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### 2. *Open House (Fall)*

The Fall Open House is a wonderful way to kick off the semester with allowing the executive board and hall council members to interact and begin to create bonds amongst each other. I would like to have the Open House outside the constraints of a normal KIC meeting and make it an opportunity to hang out with each other in a relaxing atmosphere. This time is important to build relationships because we'll be collaborating with each other throughout the fall and spring semesters whether it's in KIC or volunteering at events. During this time, we can also educate the halls on the resources KIC has to offer for planning events.

### 3. *Open House (Spring)*

I would like to take this time to educate those who are interested in running to a KIC position. As of right now I am applying for the Director of Student Relations and I wish I had the opportunity to shadow the current DSR. This will allow future applicants to really see what they are getting themselves into for the upcoming semester. This would include asking any questions you may have and getting to meet the people you would be working alongside so when the next semester starts, you are comfortable and confident in yourself and those you'll be working alongside.

### 4.) *Do It In The Dark/ Recycle Mania*

These two projects, as a part of the Residence Services based sustainability efforts are an amazing way for people on campus to learn about KIC and how they can get involved while also helping the university reduce our carbon footprint. I would not like to make any changes to how these programs are structured. I would only like to educate those participating on clearer and more thorough ways to be conscious of how you can reduce your energy consumption and waste creation. As a part of Recycle mania, I'd like to get a speaker involved on how we as college students can decrease our consumption of non-recyclable material. Many people are aware that their life styles are bad for the environment but are not sure how to change. I would also like to maintain an open and strong line of communication between all parties working to make these sustainability efforts successful.



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### 5.) SJA Committee

For the SJA committee I'd like to bring a portion of our weekly meetings to KIC. I would do this by reintroducing the KIC Cup Challenge on the last Tuesday every month and utilizing this time to educate the attendees on what occurs during the SJA meetings through review games such as Kahoot. Advocacy is a very important part of being DSR and by having a moment, each month to educate all of those attending KIC can be an amazing way to spread being a social justice advocate to each hall, and everyone you encounter. I would like to also plan events with the SJA committee to assist in building community amongst our group and the KIC attendees.

#### *Goals for the position:*

- Keep the conversation open
  - Making sure everyone's voices continue to be heard and create a platform for those to express their concerns
- Creating and Maintaining safe inclusive environments
  - Discussing social justice issues can be uncomfortable for some, I'd like to create and maintain a safe and inclusive environment
- Identifying and responding to Social Justice issues on our campus and our communities
  - Communicate with residents and engage in conversations about concerns
- Build and Expand KIC's relations
  - Invite representatives from diverse student organizations to speak at KIC meetings
- Bringing SJA meetings to KIC
  - Introducing a SJA Slam, a summary of the monthly SJA meetings to educate the general KIC body on what's happening in our community
- Exploring!
  - Having a KIC Cup Challenge outside of the general board meetings
  - Creating games such as scavenger hunts to explore campus and it's resources while partnering up with other hall councils—possible opportunity for hot points

#### *Personal Benefits:*

This position would benefit me greatly in the fact that it would open a line of communication with those I normally wouldn't have the opportunity to converse with. I have a passion for making sure everyone's voices are heard, just as I desire my own to be heard. This position will allow me to connect to other students on campus, hear their needs and then work

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with others to bring a solution to the problem that has come to my attention. This position will also educate me on the diverse people we house here on Kent State and will broaden my views and knowledge. There is always an opportunity to learn and grow as a person, you just must be open to new ideas!

### *How the Organization Will Benefit:*

I believe the Organization will benefit from my presence and influence by mixing things up and trying new things. I've had the opportunity to work with diverse bodies of students whether it was international while traveling in Europe this past summer or working with my peers within PLA who are leaders from around the world. I would like to bring my diverse perspective to the table by challenging the norms and implementing innovative ideas such as bringing SJA to KIC general board meetings. Personally, I have a passion when it comes to reducing my energy consumption and finding new ways I can help my planet. I'd like to bring this passion to Recycle Mania and Do It In The Dark and share how we as students can reduce, reuse and recycle our materials. I am 110% committed to any job I take on and I will not stop until I've executed it to the best of my ability.

### *Why getting involved on campus is important:*

Getting involved on campus is important, and what better way to do so than KIC? The first few weeks of school, I was going home every weekend because I hadn't found my purpose in this new lifestyle and not only did that affect me as a student, but also socially. When you get involved with amazing organizations such as KIC, you get to meet and collaborate with diverse student bodies all working to a similar goal. Working with KIC and my hall council kept me in Kent over the weekends working with others to plan events for my hall and volunteer with KIC. Being a part of organizations teach you not only how to be a good leader, but how to be a good follower.

### *Leadership Style:*

I would have to say my leadership style is dedicated to communication and dividing and conquering a work load. Whether it's an issue taking place, communicating your strong and weak points so you can be moved to a position more fitting or just learning from those around us. The worst thing a leader can do is set one of their own up for failure. We are all on a team, working to the same goal. A leader should know their peers and insure they're comfortable and capable of executing the job they've given. I also like to have everyone play to their strengths. If we as a whole are perfect at one thing, when we come together our team we don't all have the pressure of being perfect individuals.

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*Thank You!*

I would like to thank each and everyone of you for taking the time to look through my bid packet and for considering me for this position. If given the chance, I'd love to implement my new ideas to KIC and see how the organization can help me grow as a person and how I can help KIC's impact grow on campus.