****

**Meaghan Kimbrell**

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**EDUCATION** **Rockhurst University**, Kansas City, MO

Bachelor of Science - May 2013

**Major**: Communication Sciences and Disorders

GPA: 3.28/4.00

**EXPERIENCE** **Personal Care Assistant** (April 2013 – Present)

The Dream Works, Kansas City, MO

* Assist disabled individuals become independent

**Teachers Assistant** (June 2013 – Present)

Bambini Creativi, Kansas City, MO

* Assist in child development ages 2.5 - 12

**Desk Manager** (August 2010 – May 2013)

Rockhurst University Residence Life, Kansas City, MO

* Oversee 25 desk assistants
* Serve as a resource to residents and desk assistants
* Oversee all front desk operations including scheduling, supervision of staff, and payroll
* Coordinate social and educational activities and enforce university policies

**Advancement Office Assistant** (July 2012 – May 2013)

Rockhurst University Advancement Office, Kansas City, MO

* Secretarial work
* Data entry, mailing, filing and delivery

**Community Assistant** (Summer 2012)

Rockhurst University, Kansas City, MO

* Worked and helped with summer camps that were hosted at Rockhurst University
* Weekly visitors averaged 200 – 300 guests

**Desk Assistant** (August 2009 - May 2010)

Rockhurst University, Kansas City, MO

* Managed and operated a front desk
* Served the residents and guests with in the community
* Ensured safety of the community

**Office Assistant** (August 2007 - December 2007)

Kansas City Family Medical

* Secretarial Work
* Data entry
* Patient information entry

**HONORS &** - Dean’s List

**ACTIVITIES** - Department Achievement Award

- Alpha Phi Omega, Service Fraternity

**SERVICE** - Tulips on Troost

- Girl Scout Camp Volunteer

- Service Trip to Nicaragua