

KAYLA BOWIE

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EDUCATION

The University of Memphis
Bachelor of Arts in Communication Studies
Minor in Journalism

May 2024

PROFESSIONAL EXPERIENCE

Meraki Solar

Destin, FL

Sales Representative

June 2022-Present

- Utilized techniques to illustrate how clean energy is a great investment
- Canvassed over 100 homes a day to generate potential qualifiers for the Net Metering Program
- Applied sales tracking tools to record and monitor conversations with homeowners in my assigned territory

Restaurant Industry(Multiple)

TN/FL

Server/Bartender

March 2015–May 2024

- Conveyed a strong knowledge of each food and alcohol menu to guests to drive higher ticket sales
- Quickly resolved any guest complaints in a positive and professional manner
- Managed payments and transactions accurately to maintain guests' trust in the company
- Guided guests with allergies through choices and relayed all health concerns to the chef promptly

H&R Block

Humboldt, TN

Customer Service Professional

November 2017- May 2018

- Managed high call volumes during the busy tax season
- Assisted with administrative tasks such as organizing client files and processing payments
- Communicated with clients about follow-up appointments to support the tax professionals' return rates
- Marketed the company's services to local businesses by presenting them with information

PROJECTS

The Daily Helmsman

Memphis, TN

General Writer for Campus Newspaper

Spring 2024

- Pitched engaging story ideas in editorial meetings
- Demonstrated proficiency in AP style and journalistic ethics
- Organized and interviewed multiple expert sources
- Published articles relevant to current local and campus news by the given deadline each week
- Achieved recognition for a compelling story that earned a spot on the front page of the publication

Multimedia Journalism

www.kaylabowie.com

- Designed and formatted a personal portfolio through Wix displaying skills in photography, audiography, and videography
- Expressed passion for entertainment journalism by interviewing and composing stories featuring well-known and rising musical artists and professionals
- Created media stories from content obtained from interviews with expert sources at events

SKILLS

Microsoft Office, Google Docs, Zoom, Time Management, Sales, Problem-Solving, Adobe Premiere Pro, Journalism, Audacity, Wix.com, Microsoft 365, Administrative Assistant, Customer Service, Hospitality

ADDITIONAL EXPERIENCE

- **Rolling Loud Miami:** Food Vendor, 2023
- **Electric Forest:** VIP Food Vendor, 2023
- **Sol Fest:** General Volunteer, 2023
- **Sol Fest:** General Volunteer, 2022
- **Dubaween:** General Volunteer, 2021

