

# Jadyn Hefley

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## Education

**Indiana University Indianapolis, Indiana**

Anticipated Graduation May 2027

**Bachelor of Science in Kinesiology**

- **Concentration:** Exercise Science, Pre-Occupational Therapy
- **GPA:** 3.95/4.00

## Experience

*Front Desk and Fitness Facility Attendant:*

August 2022- Present

**Richard A. Carlucci Recreation and Aquatic Center- Plainfield, IN**

- Assisted patrons with purchasing and renewing memberships
- Ensured that all patron transactions were completed accurately and efficiently/experience handling money
- Answered phone calls and questions while handling any complaints professionally
- Performed administrative duties such as entering data into computer systems and filing documents
- Monitor patrons to ensure safety protocols are being followed
- Wipe down gym equipment and restock supplies
- Return equipment to proper locations and re-rack weights, equipment and accessories

## Camp Counselor

May 2024-August 2024

**Richard A. Carlucci Recreation and Aquatic Center- Plainfield, Indiana**

- Provided campers with guidance and support to ensure their safety in a variety of settings
- Encouraged campers to participate in activities through an enthusiastic leadership approach
- Tracked attendance and conducted post-camp evaluations on individuals to see if there was room for them to improve
- Engaged campers in arts and crafts, swimming, sport related activities, and games while maintaining a safe and positive environment

## Admissions and Concessions Employee

June 2022-August 2023

**Richard A. Carlucci Recreation and Aquatic Center/ Splash Island- Plainfield, Indiana**

- Collaborated with coworkers to manage inventory and supplies
- Engaged in conversations with patrons daily
- Prepared and served food to patrons daily
- Ensured all transactions to the waterpark were done effectively

## Crew Member

June 2021-August 2021

**Dairy Queen- Plainfield, Indiana**

- Cleaned restaurant area by sweeping floors, wiping tables and emptying trash receptacles
- Performed cashier duties of taking orders, collecting different payment types, and providing the necessary change
- Prepared customers' orders in a timely manner

## Volunteer

September 2024- Present

**The Children's TherAplay Foundation**

- Assisting Occupational, Physical and Speech therapists during their sessions with patients
- Learned how each therapist works with varying disabilities

## Leadership Roles

**First Year Experience Supporting Mentor Role**

July 2024-Present

- Provided new IUI students with guidance and information to make a smooth transition to IU Indianapolis
- Show students where their classes are located
- Answer any questions pertaining to campus
- Communicated effectively with other mentors and staff about tasks that needed completing and students who needed assistance

## Training and Certifications

- **Community Adult and Pediatric CPR/ AED/ and Standard First Aid**
  - ELLISEDUCATION Services

June 2024

## Honors and Awards

- Employee of the Summer at Richard A. Carlucci Recreation and Aquatic Center
- Jaguar Excellence Scholarship IU Indianapolis
- Named to the Dean's list with highest honors

Summer 2023

Fall 2023-Spring 2027

Fall 2023 and Spring 2024

## Organizations

- Pre-PT club member
- OTEAM- First Year Experience supporting role