

KP

KAILEY PAULSEN

402-XXX-XXXX

XXXXX@nwciowa.edu

Omaha, NE

EDUCATION

Bachelor of Arts

Northwestern College | Orange City, IA

Expected: May 2029

- GPA: 3.7/4.0
- Dean's List: 1 semester

CAMPUS LEADERSHIP

Peer Career Mentor Aug 2026 – May 2027

Compass Center for Career & Calling

Northwestern College | Orange City, IA

- Meet one-on-one with college students to create professional documents and online profiles
- Plan and execute campus events to facilitate students' professional development
- Serve as an ambassador for the Compass Center, providing a valued student leader perspective

VOLUNTEER EXPERIENCE

Vacation Bible School Leader Summers 2019 – 2022

Celebration Covenant Church | Omaha, NE

- Packaged materials in preparation for Vacation Bible School attendees
- Decorated and organized the facility to ensure its readiness for children's learning and activities

Teacher's Assistant Aug 2023 – May 2024

Omaha Concordia | Omaha, NE

- Served as the assistant to the Administrative Officer by completing general office tasks
- Created spreadsheets to manage new student tours and ensure prompt follow-ups
- Scanned and sorted SD cards to organize photos

Blood Drive Volunteer 2023 – 2025

Red Cross | Omaha, NE

- Served as a front-desk attendee during the Red Cross Blood Drive, welcoming blood donors and checked them in

AWARDS & HONORS

Dana College Legacy Scholarship April 2026

Red Cross Scholarship May 2025

National Honor Society Aug 2024 – May 2025

Honor Roll Aug 2021 – May 2025

WORK EXPERIENCE

Advancement Office Assistant Aug 2025 – Present

Northwestern College | Orange City, IA

- Assist the members of the Advancement Office in their busy seasons through various office tasks

Athletic Laundry Worker Aug 2025 – Present

Northwestern College | Orange City, IA

- Ensure that the athletic wear of NWC athletes is washed and dried properly so they can effectively represent our school

Activities Crew Member Summers 2023 – Present

Covenant Cedars Bible Camp | Hordville, NE

- Establish and maintain a safe place for children and adults to swim, rock climb, and zipline
- Demonstrate timeliness and the ability to work independently, in a group, and with power tools
- Practice diligence through first-aid training, lifeguarding, tower safety training, and occasionally carrying out emergency action plans

Smoothie Barista Nov 2024 – Aug 2025

Juice Stop | Omaha, NE

- Prepared smoothies for customers while creating an upbeat and positive environment
- Ensured safe cleaning standards were met

Food Server Nov 2024 – Aug 2025

Vala's Pumpkin Patch | Gretna, NE

- Created a fun fall environment for guests by serving turkey legs and making funnel cakes
- Exercised hospitality and teamwork when interacting with guests and collaborating with coworkers
- Worked to meet safe cleaning standards

Lifeguard Apr 2022 – May 2024

Armbrust YMCA | Omaha, NE

- Ensured the safety and well-being of patrons in and out of the water
- Maintained a safe environment by exercising diligence, focus, and respect