

KENNEDY T. GARRETT

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PROFESSIONAL SUMMARY

Committed to serving others, particularly through nonprofit initiatives that empower marginalized communities. Driven by the opportunity to make a meaningful impact, I leverage my professional skills to contribute to creating positive change and uplifting those in need. My goal is to honor American values of equality and justice, working towards building a stronger and more inclusive society.

EDUCATION

Master of Education in Advanced Teaching

University of the People - Pasadena, California

Bachelors of Science in Finance, 2025

The University of Alabama at Birmingham - Birmingham, AL

Associate of Arts: Arts, 2023

Estrella Mountain Community College - AZ

Completed dual enrollment at Arizona Agribusiness and Equine Center Early College High School.

Associate of Science: Science, 2023

Estrella Mountain Community College - Avondale, AZ

Completed dual enrollment at Arizona Agribusiness and Equine Center Early College High School.

WORK HISTORY

Volunteer Coordinator, 01/2019 - 04/2023

Project Management Specialists - Surprise, AZ

- Handled direct client intake, cold meal preparation, and data entry.
- Helped with mobile pantries and accepting donations at community events.
- Established strong relationships with local organizations, fostering collaboration and expanding volunteer opportunities.

- Managed and tracked volunteer hours and progress to support accurate documentation.

Early Childhood Tutor, 08/2022-05/2023

Tutor Time - Remote

- Assisted students with assignments and coursework in math, reading, and writing.
- Monitored student progress through regular assessments, adjusting instructional approaches accordingly.
- Created and taught math lesson plans.

Service Clerk and Cook 01/2021 - 01/2023

McDonald's - Litchfield Park, AZ

- Operated POS system, maintained restaurant cleanliness, and managed drive-thru service.
- Provided excellent customer service, recommended items, and promoted special deals.

Hospitality Attendant, 08/2019 - 08/2022

St. Maverick Foundation - Goodyear, AZ

- Assisted in large events by acting as a food runner, server for VIP guests, and child supervisor.
- Managed interactions with intoxicated/irritated adults and large crowds.
- Gained experience in money management and bar hospitality.

Actor and Makeup Artist, 01/2019 - 01/2021

United Zombies of America - Phoenix, AZ

- Volunteered to raise funds for COVID relief and other charitable organizations.

Registration Assistant 2019-2020

A Walk To End Alzheimer's - AZ

- Aided in raising awareness and funds for Alzheimer's care, support, and research by creating a positive environment through community service.

Fruit Expert, 03/2020 - 06/2020

Edible Arrangements - Avondale, AZ

- Provided exceptional customer service, managed food deliveries, and assisted with loading/unloading supplies.

Peer Special Education Tutor, 01/2017 - 12/2018

Wigwam Creek Middle School - Litchfield Park, AZ

- Assisted in special education environment
- Created a supportive, encouraging environment to boost students' confidence and motivation in academic settings

CERTIFICATIONS

- Real Estate Certificate, University of Alabama at Birmingham, 2026
- Diploma in Financial Accounting, CPD Accredited , 2025
- Diploma in Diploma in Development & Education in Early Childhood, CPD Accredited , 2025
- Certificate in Early Childhood Montessori, CPD Accredited , 2025
- Certificate in Preschool Education, The Reggie Amelia Approach, CPD Accredited , 2025
- Lash Training Certification, Queens Lashes & Beauty, 2023
- Acrylic Nail Artistry Certification, Excel Cosmo Training, 2020
- Makeup Artistry Certification Glam Lab Makeup Studios & Academy, 2019
- Certificate of Graduation in Female Major Modeling, Barbizon School of Arizona, 2017

JOB SKILLS

- Active Listening, Critical Thinking, Active Learning, Learning Strategies
- Monitoring, complex problem solving, management of personnel resources, negotiation, interpersonal communication skills, phone etiquette, volunteer coordination, volunteer orientation, and onboarding
- Instructing, Service Orientation, Judgment and Decision Making, and Operations Analysis
- Adobe, Apple Keynote, Google, GroupMe, R Studios, Management Information Systems (MIS), Microsoft, Poll Everywhere, Salesforce software, word processing software, Zoom, Apple macOS, Facebook, Intuit QuickBooks, LinkedIn, Quizlet, Skype, YouTube, Handshake, Snapchat, Instagram, and Teams

PERSONAL INFORMATION

Availability: Full or part-time Location: Hybrid, Remote, or On-site

Willing to travel: Yes Willing to telecommute: Yes Willing to relocate: Yes

Typing speed: 20+ WPM

Security clearance: NA

Desired salary: \$50,000 annually or more