

Kayla Vaughan

| 9689 Lindenbrook Street Fairfax, VA 22031 | 804-252-3637 |

| kvaugha5@gmu.edu | www.itskaylav.onmason.com |

Education

GEORGE MASON UNIVERSITY, Fairfax, VA

M.ED. Education, Expected May 2020

Concentration in School Counseling

B.A. Psychology

3.27 GPA

Concentration in Developmental Psychology

Professional Experience

GRADUATE ASSISTANT FOR STUDENT LEADERSHIP, CAART Office

August 2017 – Present

- Support the supervision of a team of 50 undergraduate student leaders serving in the role of UNIV 100 Peer Advisors
- Assist in the recruitment and selection of Peer Advisors, Senior Peer Advisors, and Peer Program Coordinators
- Support the ongoing needs of student leadership staff by holding regular office hours, answering questions and concerns via email and phone, and creating training session to promote growth and development.

ASSISTANT TEACHER, Childtime Learning Centers

March 2017 – Present

- Ensure safety of a large group of children (20 kids) – CPR/First Aid/AED Certified
- Assisted with the education of children between the ages of 1-12 years old
- Enhanced communication and interpersonal relationship skills

LEADERSHIP CONSULTANT, Leadership Education and Development Office (George Mason University)

May 2015 – May 2017

- Facilitated at least two workshops or trainings a week for Mason students and professional staff
- Co-taught leadership courses to Mason undergraduate and graduate students
- Coordinated workshops and conferences for 100+ middle school students

Additional Experience

PROJECT MANAGER, Applied Developmental Research (George Mason University)

September 2016 – Present

- Enhanced students reading, math, and pattern recognition skills by working with them 2:1.
- Aided Lead teacher with the management of 20+ kindergarten students at Polk E. Elementary school
- Manage research assistants by tracking attendance and providing supervision and training

OUTREACH CHAIRPERSON, Chase Dreams Not Boys

April 2015 – Present

- Locate and confirm three sites for the Outreach Program to be held
- Coordinate trainings for the mentors participating in the Outreach Program
- Serve as a mentor to girls between the ages of 12-17

Leadership Positions and Involvement

CO-TEACHER, Active Leaders Class, *September 2016 – November 2016*

CO-TEACHER, Emerging Leaders Class, *January 2016 – April 2016*

STUDENT SENATOR, George Mason Student Government, *April 2015 – April 2016*

STUDENT AMBASSADOR, George Mason Admissions, *August 2014 – May 2016*

CONFERENCE ASSISTANT, George Mason Housing and Residence Life, *May 2016 – August 2016*

MEMBER, Alpha Kappa Alpha Sorority, Incorporated, *November 2015 – Present*

SUMMER COORDINATOR, George Mason University Pop up Pantry, *May 2016 – August 2016*

Awards

COMMUNITY ENGAGEMENT MEDALLION, Seeds of Change Awards, SAIL GMU, *Spring 2017*

COMMUNITY ENGAGEMENT AWARD, Distinguished Quill Awards, GMU Student Involvement, *Spring 2017*

DEANS LIST, *Fall 2016-Spring 2017*

Strengths

Supervisory Skills

Proficient in Microsoft Office

Effective verbal and written communication skills

Time Management Skills

Strong analytical skills, with the ability to take and understand instruction