

CAITLYN J. KUHN

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OBJECTIVE

Detail-oriented and dependable communications graduate with experience in administrative support, sales operations, and customer service. Skilled in documentation, order management, and Microsoft Office. Strong communicator with proven ability to multitask, organize, and support sales teams in fast-paced environments.

EDUCATION

B.A. in Communications (Advertising & Public Relations), Susquehanna University - May 2024
Minors: Marketing & Spanish Studies | GPA: 3.7/4.0 | Dean's List (all semesters)

EXPERIENCE

Sales Associate - *Sunshine Daydream Boutique, Pt. Pleasant Beach, NJ*
June 2024 – Present

- Customer service and sales support, ensuring smooth day-to-day retail operations.
- Assist with inventory management, product setup, and order processing.
- Handle transactions and customer documentation with high attention to detail.
- Collaborate with team members to maintain accurate records and efficient workflow.

Administrative Intern - *King, Kitrick, Jackson, McWeeney & Wells, Wall, NJ*
June 2019 – Aug. 2019

- Supported attorneys with data entry, file organization and document management
- Organized and maintained confidential client files for attorneys and paralegals.

Shift Supervisor - *Jenkinson's Sweet Shop, Point Pleasant Beach, NJ*
July 2019 – Aug. 2022

- Oversaw day-to-day operations, managed inventory, and handled purchase orders.
- Trained and supervised staff, improving team efficiency and service quality.
- Processed daily sales and reconciled cash reports accurately and on time.

Communications Tutor - *Susquehanna University*
Sept. 2023 – May 2024

- Tutored peers to strengthen communications, writing, and presentation skills.

ADDITIONAL EXPERIENCE

Social Media Volunteer – *The Oxx Foundation* *Jan. 2025 – Present*

- Manage online engagement and digital communication to promote community outreach.
- Design visual content and scheduled posts to support fundraising campaigns.

SKILLS

Microsoft Office Suite (Excel, Word, Outlook, PowerPoint) | Google Workspace | Adobe Creative Cloud | Canva | Customer service | Multitasking | Organization | Time management
|Intermediate Spanish

CERTIFICATIONS

Google Analytics | Muck Rack Fundamentals of Social Media & Media Relations | Digital Marketing Simternship