KAIA HME

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PROFESSIONAL SUMMARY

Adaptable and hardworking individual comfortable with both independent and group work. Skilled at building relationships and creating a supportive atmosphere. Open-minded, keened on learning new things, and meeting new people

EDUCATION

Baruch College (CUNY) August 2024 – Present
Bachelor of Business Administration (B.B.A.), Marketing Management *New York, NY*

Rockland Community College January 2022 – December 2023
Associate in Science (A.S.), Business Administration *Suffern, NY*

PROFESSIONAL EXPERIENCE

Rockland Community College July 2023 – December 2023
Peer Mentor Intern (Part-Time) *Suffern, NY*

- Mentored students through personal, academic, and social challenges, fostering a supportive and inclusive campus community.
- Partnered with faculty in Introduction to School of Business/Professional Studies (IttS) courses to connect students with campus resources and course information.
- Planned and led campus events, including the Multicultural Fashion Show, to promote diversity and student engagement.

College Steps January 2023 – December 2023
Peer Mentor (Part-Time) *Suffern, NY*

- Coordinated study sessions for students with disabilities and guided mentees on academic and social development.
- Documented each mentoring session in detailed Google Sheets to record progress and support.

Prince Tea House March 2025 – Present
Server (Part-Time) *New York, NY*

- Deliver attentive, accurate service across multiple tables in a fast-paced environment while creating a welcoming guest experience.
- Coordinate with kitchen staff to ensure timely orders and safely accommodate allergies and dietary restrictions.
- Maintain a clean, organized dining area by bussing and resetting tables to keep service running smoothly.

Juice Generation March 2024 – February 2025
Team Member (Full-Time) *New York, NY*

- Prepared juices, smoothies, and acai bowls to order and resolved customer concerns professionally.
- Operated the POS system and handled cash transactions accurately.
- Sanitized equipment and prep areas to uphold food safety and hygiene standards.

LEADERSHIP & VOLUNTEER EXPERIENCE

Rockland Community College June 2023 – August 2023
New Student Orientation Leader *Suffern, NY*

- Welcomed incoming students, answered questions about the college, and led campus tours highlighting key resources.

Rockland Community College Food Pantry January 2023 – March 2023
Volunteer *Suffern, NY*

- Organized and restocked pantry inventory and assisted visitors with questions about available food items.

SKILLS

Strengths: Student Mentoring • Event Planning • Communication • Teamwork • Customer Service • Organization
Tools: Google Sheets • POS Systems • Cash Handling