

Katie Jagodka

Education

August 2012-Present	University of Southern California BA, Communications BS, Policy Planning and Development	Los Angeles, CA
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Experiences & Involvement

January 2013 - Present	Alpha Phi Omega (APO) Pledge Class President (Spring '13) Alumni Liaison (Spring '14) <ul style="list-style-type: none">• Represented constituents at Board meetings• Ensured successful indoctrination of fellow pledges• Facilitated fund-raising and event-planning campaigns• Recognized for averaging over 60 hours of volunteer community service per semester	Los Angeles, CA
October 2013 - Present	USC Auxiliary Services Customer Service Center Worker <ul style="list-style-type: none">• Telephone routing and referral services• Provided problem solving, decision-making, and security support services• Heavy customer contact with customer service responsibilities• Managed and organized mail and package distribution	Los Angeles, CA
October 2012 - September 2013	Doheny Library - Dean's Suite Clerical Assistant <ul style="list-style-type: none">• Mined informational resources and expanded databases for project support• Prepared and distributed correspondence to internal and external stakeholders• Event planning, presentation and design	Los Angeles, CA
February 2013- April 2013	Joint Educational Program (JEP) Mini-Course Team Leader <ul style="list-style-type: none">• Created science curriculum for 3rd Graders• Designed and supplemented experiential activities for the classroom experience• Developed, collaborated and presented PowerPoint supplements• Emphasized positive social experiences and child enjoyment	Los Angeles, CA
2006-2008; Summer of 2012	Socal Mental Math Education Center Teacher's Assistant <ul style="list-style-type: none">• Provided abacus and mental math tutoring to improve student speed and accuracy• Corrected practice tests and homework, and administered assignments	Diamond Bar, CA
Summer of 2011	Acrylatex Coatings & Recyclings, Inc. Clerical Assistant <ul style="list-style-type: none">• Gained firsthand knowledge about sustainable production of paint and renewable energy• Managed account receivable and payable documentation• Fielded and routed phone calls• Analyzed databases regarding sales and vendor trends	Azusa, CA