

Katie McBride

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EXPERIENCE

Cornell University, Ithaca, NY 2016-2017

Graduate Programs Assistant, Industrial and Labor Relations

- Led social media campaign and created content for the graduate program website.
- Co-created marketing strategy for the graduate program, which included facilitating recruiting events for students, faculty, and key stakeholders.
- Assisted in graduate program admissions, including applicant pool screening, and acting as primary program contact for external queries.
- Provided administrative and logistic support to visiting students and professionals.

Revere Health, Provo, UT 2015-2016

Administrative Assistant, Orthopedics

- Managed and coordinated the clinical and administrative schedule for an orthopedic surgeon.
- Streamlined operations and increased patient capacity by 150%; from 20 patients to 50 patients per day.
- Completed proper documentation and organization of patient records, insurance, and government forms with a faster return rate.
- Coordinated meetings, lunches, and other venues for visiting healthcare professionals.
- Handled payments and the financial transactions for the department.

Physical Therapy Aide 2014-2015

- Collaborated with multiple Physical Therapists to aide in the daily workflow of the clinic.
- Worked with an average of 50 patients per day with a focus on improving patient satisfaction.
- Designed and implemented a sports acceleration program that improved clients' athletic performance of speed and agility.

HELP International, Hyderabad, India 2010

Health Promotions Specialist

- Assisted in the distributions of micro-loans to target populations; including financial education.
- Created marketing content and promoted project awareness in local communities.
- Drafted and managed the budget for the project; oversaw project expenditures and participant spending.

VOLUNTEER

Ithaca Welcome Refugees 2016

- Created content for a "How-to" guide book for the local area.
- Member of the education, fundraising and events team.

Volunteer Representative, LDS Mission, Fukuoka, Japan 2012-2014

- Chosen to assist the regional president in leadership and daily managements of 200+ volunteers.
- Trained volunteers in teaching and interpersonal skills and aided in Japanese translation needs.
- Traveled around southern Japan and provided service projects and taught English.

EDUCATION/CERTIFICATES

Brigham Young University, College of Life Sciences, Provo, UT 2015

B.S. Exercise Science, Minor in Nutrition

Cornell University, Executive Certificate, Marketing Strategy, Ithaca, NY 2017

Courses Completed: Essentials of Marketing, Applied Marketing Strategy and Decision-Making Tools, Market Research and Analysis, Creating Your Brand, Introducing New Products, and Distribution and International Marketing.

SKILLS

Proficient in Microsoft Office, Outlook; Japanese; Social Media