

e-mail: [katemis91@gmail.com](mailto:katemis91@gmail.com) cell: (347-567-5724)

Able to work independently and as part of a team, have strong problem solving abilities.

Trained and supervised employees in all front office operations including customer service, cash handling, phone procedures, general policies and regulations.

Covered the conference on Social Media

Proficient in MySQL, Microsoft Office Suite, HTML, CSS

Bachelor of Applied Science in Computing and Software Development, GPA 3.9