# KAtherine kolze

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**Education**

**Kansas State University | Manhattan, KS**

**Bachelor of Science in Psychology,** *magna cum laude*

**Business Minor**

**Professional Experience**

**Staff Assistant for Provost and Executive Vice President’s Office (September 2019 – Present)**

* Providing excellent communication skills to K-State affiliates (deans, departments heads, etc.)
* Answering telephone calls
* Processing incoming and outgoing mail
* Maintaining inventory and ordering supplies

**Server at Spin Pizza (April 2015 – August 2019)**

* Serving food and drinks to customers to fulfill their needs in a fast-paced environment
* Training new employees
* Opening and closing duties
* Collaborated with co-workers to ensure maximum efficient service
* Adapting and handling customer complaints

**Leadership Experience**

**Social Media/Web Master of Psi Chi International Honor Society in Psychology (Aug-Dec 2019)**

* Coordinated events such as fall induction and a personal statement and CV writing workshop
  + Created RSVP invitations, advertisement posters, and announcements
  + Organizing and ordering food
  + Determining and reserving location
  + Contacted speakers for events
* Volunteered and interacted with students at K-State’s open house
* Participated in fundraising events by engaging with the community to spread awareness of the organization

**Soft Skills**

* Detail-oriented
* Strong communication abilities
* Collaborative
* Building positive relationships
* Time-management
* Flexible
* Goal-oriented
* High level of discretion

**Technology**

* Microsoft Office Programs: Excel, PowerPoint, and Word
* Social Media (Facebook, Instagram, Twitter)
* Adobe Photoshop