

M. Katja Sarain

Highly motivated worker looking for experience in a new job field. A quick learner that strives to be efficient and produce top-notch service.

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EXPERIENCE

PURE Cupcakes, Pacific Beach, CA — Supervisor

July 2011 - PRESENT

Worked as a supervisor for most of their baking career at Pure Cupcakes; that includes but not limited to weekly demand planning, baking and prepping batters and fillings, custom & large scale production, and custom decorator (cakes, cupcakes, etc). In addition, they are in charge of

- overseeing the entire store daily operations
- customer service and satisfaction
- back of house production
- supply management.

As for work ethic, they enjoy working efficiently, remaining busy with tasks, and problem solving.

Lambda Archives of San Diego, University Heights, San Diego, CA — Internship

September 2019 - December 2019

At Lambda, the job was to file through old boxes to separate and create new series of memorabilia from the organization, dating to the late 1970's. The project began with 22 boxes of material to sort and ended with 10 boxes of finalized series. Here administrative work was also learned as well as how to think quickly and adaptively.

Self, Mission Bay, CA — Youth Girls' Pitching Coach

February 2012- October 2013

The job included managing a group of 20-40 girls that ranged from ages 8-12. Responsible for not only teaching and communicating pitching goals and skills, but also communicating with the parents about their child's progress. This job helped develop leadership skills that has allowed for comfortability with teaching and demonstrating information.

SKILLS

Proficient in Word, PowerPoint, and Excel

Experience with group work/group projects

Nine years of customer service

LANGUAGES

Minimal Spanish - Took three semesters of Spanish in high school and two semesters at SDSU

EDUCATION

San Diego State University, San Diego — *Women's Studies Major with a Minor in Economics*

August 2015 - December 2019

Currently pursuing a degree in Women's Studies with a minor in Economics. The studies have given cognizance of the sensitivity of different social situations, and it has given insight on how to handle emotional, mental and sometimes physical traumas with care. Economics have developed money management skills as well as provided insight to the operations of various economic markets.

Graduated December 2019

La Jolla High School, La Jolla, CA

September 2011 - June 2015

Was highly active in sports during their four years in high school; varsity field hockey, junior varsity water polo, and varsity softball. Also excelled in several upper-division classes where a strong sense of motivation was instilled.