RESUME Katherine Elaine Wilkinson

I am self-motivated, curious, flexible, creative, organized, a team worker, compassionate, good listener. Continuing Education is important for professional and personal growth. In 2000, I received a Bachelor of Arts Degree in Theory and Composition, 2009 was certified as an ESL Teacher. Because of my experiences, I am inspired to help others achieve their life and career goals.

I am an organized productive individual and enjoy working with a variety of responsibilities. I have compiled reports from and for various meetings or deadlines. I have created forms to enhance clarity for various projects. Arranged air travel, lodging and or vehicle reservations and various scheduling requirements. As an AVID Tutor for at risk students in middle and high school levels who were struggling with educational and personal challenges, I interacted by challenging them with different insights and saw attitudes change which gave me renewed satisfaction in this work. As a bank employee, I observed and interacted with diverse personalities from fellow employees and customers which taught me tolerance, patience, good listening skills and compassion. With these skills, I continue striving to create a positive attitude in negative situations. In my continuing education I try to be involved in different cultures and personalities bringing a flexible wealth of professional and life experiences to any employer.

EMPLOYMENT HISTORY:

July 2011 – Current – PfeiferMusicWerks Studio – Teaching variety of students and age, piano, voice. In-house Assistant to owner, Robyn Pfeifer.

September 2010 – May 2011 – Transformational Voice Training Institute – Assessing and testing students for their Music abilities for Certification as Voice Teachers and created the Syllabus for this testing.

June 2008 – 2010: TSO – Transition Service Organization – Interviewing clients, with thorough questions, entering their answers in a formatted program obtaining their identification. The questions are personal to what needs they are asking for, education, criminal record, job skills, family relationships and any other questions that would help their needs. After my supervisors indepth interview of the client(s) from time to time, I am asked in a confidential environment, my insights which may aid them with their decision.

September 2008 – June 2009: AVID Tutor – Portland Public School – Aid the teacher who separates the students into groups based on their questions regarding, Math, Science, History, or another class they may need help with. My role was to guide the students with their questions, allowing each student to participate, offering new insights, keeping the focus on what is being asked. These classes contained a variety of ethnicity which I valued. One young man from Los Angeles had lost friends, I saw his potential and praised his leadership encouraging him to continue his education goals so he could help his community.

September 1985 – Present: Private Piano, Voice Teacher – I taught piano students while obtaining my degree from Warner Pacific College which left with debt free. I taught up to 40 students, performed, composed, arranged. accompanied various musicians. I was Area Chairman for Piano Guild for five years, arranging accommodations for the syllabus exams, scheduling times for the students performances testing and various teachers to take the adjucator to dinner each evening. I processed the payments, soothed any concerns. The

last year found an additional Area Chairman to divide the group into two because of the growth for the coming year. I enjoyed the contacts with the various teachers and students delegating when necessary.

Other Work Experiences: Bank Teller, Office Manager, Cashier, Receptionist, Secretary, organized various music concerts, office lunches, patient intake, scheduling appointments, and payments when appointments concluded.

References given upon request. 4/2012