606 SE 72nd Ave Portland, OR (530) 263-7556 kstorck12@hotmail.com

**Katy Storck**

**Objective\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Administrative or clerical position at a well established company.

**Experience\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Aug 2011-Present Cheesecake Factory Tigard, OR

**Server**

• Serve food and beverages to multiple tables in a fast paced environment

• Greet guests and seat guest

• Handle money transactions

Jan 2005-May 2011 Sierra College Grass Valley, CA

**Administrative Assistant**

• Customer Service and Student/Client Interaction on a Daily Basis

• Data entry and word processing. Processing forms, ensuring accuracy of student information and maintaining student records.

• Clerical duties including answering a multi-line phone system, filing and handling money transactions.

• Experienced in Microsoft Word, Excel, Powerpoint, Vista, Outlook and Adobe PDF

March 2008-Present South Yuba Club Nevada City, CA

**Receptionist**

• Greeting guests and handling any customer service issues.

• Appointment scheduling

• Answering phones and handling money transactions.

July 2004-June 2005 LifeKind Products, Inc Grass Valley, CA

**Warehouse Assistant**

• Shipping and Receiving multiple organic products.

• Responsible for quality control and accuracy of shipments.

• Working in a fast paced environment under critical time constraints.

**Education\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

2004-2007 Sierra College Grass Valley, CA

**Associate of Arts in Liberal Arts**

• Placed on Honor Roll several times throughout college career.

2000-2004 Nevada Union High School Grass Valley, CA

**High School Diploma**

• Placed on Honor Roll several times.

**References**

**Amy Sands**

**700 Gibson Drive, #121**

**Roseville, CA 95678**

**(916) 218-8409**

**Debbie Davis**

**250 Sierra College Dr**

**Grass Valley, CA 95712**

**(530) 274-5302 ext 4**

**Katy Manoguerra**

**555 Searls Ave**

**Nevada City, CA 95959**

**(530) 470-9100**