**Katherine Vardanega**

911 SW 21st Avenue #303 Portland, OR • (503) 317-9236 • kathvar@hotmail.com

———————————————————————————————————————

**Education**

**Washington State University ● Vancouver, WA ● August 2011-May 2013**

Bachelor of Arts Degree in Public Affairs with a concentration in Justice Studies

**IES Abroad ● University of Melbourne ● June 2013-July 2013**

Cross-Cultural Currents Program ● Summer Term 2013 ● Melbourne, Australia

**Semester at Sea ● University of Virginia ● June 2012-August 2012**

Study Abroad Program ● Summer 2012 Voyage **●** Europe and North Africa

**———————————————————————————————————————**

**Work Experience**

**Stay Pet Hotel** Portland, OR

Front Desk Clerk March 2013-June 2013

•Maintain records of room availability, client accounts, and guests’ personal belongings

•Complete guest information and check-in paperwork

•Organize, update, and maintain client files

•Make and confirm reservations

•Answer inquiries about hotel pricing, services, and availabilities

•Process client financial transactions

•Schedule and conduct tours of the facilities to prospective clients

**Alliance Properties** Beaverton, OR

Office Assistant June 2010-June 2012

•Answer multi-line phones; screen and transfer calls to appropriate staff member

•Schedule appointments for multiple leasing agents and principal broker

•Order office supplies and keep inventory

•Process all incoming and outgoing mail

•Compose and proofread correspondence

•Coordinate service calls between clients and vendors •Resolve various tenant issues and concerns •Advertise available properties via internet and newspaper sources •General clerical duties including: filing, photocopying, faxing, and invoicing

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_