

## KATHARINA O

GEOGRAPHY: International, Northern California and Bay Area, Pacific Northwest

INDUSTRY: [Education: General](#), [Health/Medicine](#), [International Relations](#),  
[Language/Culture](#), [Public Health](#)

### Education

**Scripps College, Claremont Consortium, California**

Bachelor of Arts, German Studies, 2014

### Work Experience

**Motley Coffeehouse**

**Claremont, California**

**Assistant Head Manager (May 2012-Dec 2012)**

- ❖ 10+ hours per week. Assistant to the head manager, helps to lead staff meetings and be a resource and leader for all fellow employees
- ❖ Financial responsibility: ensures paycheck accuracy, and facilitates our sponsorship program funded by any profits made by the coffeehouse.

**Barista (Jan-May 2011, Aug 2013-May 2014)**

- ❖ 7-9 hours per week. One of 2-3 baristas on shift who serves and prepares coffee, tea and espresso drinks, as well as food items.
- ❖ Works the register while providing friendly, comfortable and prompt customer service, along with sustainability-focused and environmentally-friendly practices.

**Financial Manager (May 2011-May 2012)**

- ❖ 10+ hours per week. Manages all of the finances and payment of vendors and sponsorships for the student-run not-for-profit Motley Coffeehouse.
- ❖ Preferred point of contact manager for customer questions and related issues redirected from the baristas.

**Summerdarts Program**

**Davis, California**

**Swim instructor (June 2006-Dec 2014)**

- ❖ 15+ hours per week. Seasonal swim instructor, coach, and competition organizer with the Aquadarts swim team. Provides a constructive and friendly atmosphere and for swimmers ages 3-15.
- ❖ Additionally a Special Olympics volunteer coach 1-2 hours per week. Seasonal swim coach of one on one lessons for special needs children and young adults.

**Tiefburgschule Elementary School**

**Heidelberg, Germany**

**Assisting and English Teacher (Mar-Aug 2013)**

- ❖ 8+ hours per week. Solo English teacher and assistant teacher and supervisor in other subjects for first grade German students as an internship during my studies abroad.

### Skills

- ❖ MS Word, MS Excel, MS PowerPoint, MS Outlook