Kathleen Melhorn

61 Garland St.   
Springfield, 01118, Massachusetts, US

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WORK EXPERIENCE

Photo Technician

September 2010 - Present

CVS/Pharmacy | Elmsford, NY

-Customer Service  
-Quality Control  
-Lab Technician  
-Sales  
-Knowledge of Stock & Inventory  
-Learning Managing Skills  
-Chemical Handling

Customer Sales Representation

July 2010 - September 2010

Innovation First Notice | Springfield, MA

-Temp Job   
-Full Time  
- Processed claims for BP Oil spill  
- Dealt with high volume calls   
- Managed and organized reports to reflect claims.

Photo Technician

November 2007 - September 2009

CVS/Pharmacy | East Longmeadow, MA

-Promoted from Cashier to Certified Kodak Technician In 6 months

-knowledge of mixing chemicals, stock and inventory

-managed inventory and quality control

-in charge of re-stocking and maintaining up selling of products

Caterer

March 2005 - August 2007

YSAT | Springfield, MA

-Catered to average of (150) guests at outside banquets

-Set Up/Cleaned up venue for theme specific events per client request

EDUCATION

Bachelor's Degree in arts & sciences

September 2009 - Present

Pace Unversity | Pleasantville, NY   
  
Campus Participation  
2011- Present Sigma Gamma Rho Sorority, Inc, Sigma Iota Chapter, Secretary & Programming Chair  
2011- Present WPAW Radio Station, Vice President of Administration   
2011- Present Associate Justice for the Student Association Executive Board  
2009- Present Radio Show Host/D.J  
2009- Present Member of Black Student Union  
2010- 2011 Vice President of Administration/ Public Relations Representative of Students of Caribbean Awareness   
2010- 2011 Student Association Senator of WPAW Radio Station 2010  
2010- 2011 Active Mentor of AALANA Mentor Program   
PROFESSIONAL MEMBERSHIPS / AFFILIATIONS

Sigma Gamma Rho Sorority, Inc.

COMPUTER SKILLS

-Microsoft Word

-Microsoft Excel

-Microsoft PowerPoint

REFERENCES

Available upon request