**Katelynn M. Robertson**

10303 Greenwood Place  
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(757) 344-9378

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**EDUCATION: Longwood University, Farmville, Virginia** *College of Business and Economics*•AACSB Accredited

Bachelor of Science in Business Administration, May 2015

Concentrations: Management and Marketing, GPA: 3.4

Minor: Psychology

**WORK EXPERIENCE: Sales Consultant,** DC Consulting  
 Vienna, VA, May 2015

* Obtained knowledge about products.
* Provided on-site presentations to business owners.
* Trained and developed new team members.
* Conducted second round interviews.
* Planned team events.

**Community Management Intern,** Walgreens

Yorktown, VA, Summer/Winter 2014

* Provided excellent customer service to all guests
* Managed day to day operations to ensure the store ran smoothly
* Led the vaccination and flu shot outreach program

**Operations Assistant**, Peninsula Funeral Home

Newport News, VA, Summers/ Breaks 2010

* Assisted director in various responsibilities relating to normal operations
* Provided reliable and consistent customer service to guests and attendees
* Ensured safety procedures of staff and guests are adhered to during services

**Operations Assistant,** W. J. Smith & Son Funeral Home

Newport News, VA, 2009-2010

* Provided reliable and consistent customer service to guests and attendees
* Prepared and managed distribution of memorial folders for services
* Assisted director in various responsibilities relating to normal operations

**CAMPUS ACTIVITIES:** Psi Chi, 2014 – 2015Mortar Board– Senior Leadership Honor Society, Secretary, 2014 - 2015

Women’s Lacrosse Club, Founder and President, 2013- 2015

Delta Sigma Pi, Vice President Chapter Operations, 2012 - 2015

National Retail Federation’s Student Association, 2013

**SKILLS:** Macintosh and PC operating systems  
Microsoft Word, Excel, PowerPoint

**HONORS:** Dean’s List, Fall 2013, Fall 2014The Whitehead Scholarship, 2012-2013