

Katherine Sullivan

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Experience **Facilities Scheduling Coordinator** - Dwell Community Church **September 2019 to Present**

Employed as supervisor and manager of church schedule, building usage, and rentals. Currently managing over 15 people who are employed as events planners and AV technicians. Juggle planning 15 or more separate events per week.

Implemented new systems and programs used in the jobs, as well as overseen the install and use of a door security system that spans over 8 buildings and 4 campuses.

Other responsibilities include:

- Event planning
- Collaborating with other departments
- Coordinating building usage for entire church
- Maintaining multiple calendars

Administrative Intern - Dwell Community Church **April 2019 to September 2019**

Employed to assist in planning, organizing, and running a yearly conference called Xenos Summer Institute. Responsibilities included training and organizing over 350 volunteers, coordinating with speakers, and other assorted office work.

Café Barista - Dwell Community Church **April 2018 to February 2020**

Employed as a barista and help regulate a welcoming atmosphere at the church coffee shop. Responsibilities include providing excellent customer care and quality coffee beverages. No manager was present on shifts, so workload was self/regulated.

Administrative Assistant - OSU Dept. of Chemistry and Biochemistry **August 2016 to May 2019**

Employed during my last years as a student at OSU. I sat at the front desk, received incoming calls, assisted visitors, organize the front office and storage rooms, and maintain personal relationships with the office staff.

Education **The Ohio State University** **August 2014 – December 2021**

Bachelor of Arts in Classics
Associates in Ancient History

Metro Early College High School **August 2010 – May 2014**

Skills Proficiency in Microsoft applications: Word, Excel, PowerPoint, Sharepoint
Collaborating on projects
Knowledgeable in Windows and Apple OS

Quick learning
Reading and Synthesizing information
Teaching and Instructing
Time Management