

Katherine Sullivan

2270 Indianola Ave. Columbus, Ohio 43202

✉: katensullivan55@gmail.com

📞: 614-315-6951

GitHub: github.com/katensullivan55

Experience

Visitor Experience Associate - Franklin Park Conservatory

March 2022 to Present

Greet guests, run ticket sales, perform supportive tasks for department leads.

Facilities Scheduling Coordinator - Dwell Community Church

September 2019 to January 2022

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

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

Other responsibilities included:

- 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.

Café Barista - Dwell Community Church

April 2018 to February 2020

Administrative Assistant - OSU Dept. of Chemistry and Biochemistry

August 2016 to May 2019

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

The Ohio State University

February 2022 – July 2022

College of Engineering
Full-stack web programming certificate:
CSS, HTML, JavaScript, Node, REACT and other languages

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