

# KATIE MARQUELING

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*After chasing my dreams of improving police-community trust relations for two years, my allergy to pepper spray is sending me on to new adventures. I am currently seeking a position that will challenge me with hard work and improve my adaptability and leadership skills. I hope to bring my discipline, integrity, and positive attitude to a future team.*

## PROFESSIONAL EXPERIENCE

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### **Police Officer Recruit** | Atlanta Police Department | June 2022 - January 2023

- Studied criminal procedures, Georgia state laws, effective communication techniques, advanced defensive driving, first aid, and defensive tactics.
- Effectively performed work in stressful situations.

### **Police Service Aide** | Tempe Police Department | April 2021 - March 2022

- Coordinated the repair and maintenance of the police vehicle fleet.
- Maintained and stocked forms and supplies.
- Transported inter-office mail and performed routine clerical work.

### **IT Support Analyst** | Northern Arizona University | March 2019 - March 2021

- Supported staff using Learning Management Systems, on-campus technology, and remote applications via phone, e-mail, and on-site.
- Maintained an accurate record of support calls in the ServiceNow ticketing system.

### **Field Organizer** | National Republican Senatorial Committee | August 2020 - January 2021

- Surveyed 1,500+ households using Advantage 3 Mobile.
- Managed interns and field organizers through walk book management.
- Made 11,000+ calls statewide using Advantage 3 Red Dialer.

### **Warehouse Worker - Summers Only** | Higley Unified School District | May 2018 - August 2020

- Received and processed 10,000+ incoming school supplies and technology to ensure a well-stocked inventory.
- Picked and delivered 1,000+ orders to stock teachers beginning of the year supplies.
- Entered inventory for 15+ schools to locate expensive district technology and furniture.
- Trusted to deliver payroll checks and interoffice mail.

### **Manager** | Pizza Pie Cafe | October 2017 - August 2018

- Managed floor staff of 10+ to maximize the customer experience.
- Handled back-hand mandatory task such as scheduling, ordering stock, and counting tills.

## EDUCATION

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### **Bachelor of Arts in Political Science and Intelligence Studies**

Northern Arizona University | Flagstaff, Arizona | August 2018 - May 2022  
3.65 GPA (Dean's List)

### **TechComm Fundamentals Bootcamp**

Society for Technical Communication | March 2021 - May 2023

## CERTIFICATION

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### **Certified Professional Technical Communicator - Foundation**

APMG International | Society for Technical Communication | February 2023

## VOLUNTEER

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**Writer** | Cabbagetown Neighbor | February 2023 - Present

- Writes monthly 600 word articles that are published in Cabbagetown Neighbor.

## TECHNICAL SKILLS

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- |                                   |            |            |
|-----------------------------------|------------|------------|
| • Microsoft Office                | • JSON     | • CSS      |
| • Software Development Life Cycle | • YAML     | • AsciiDoc |
| • Git                             | • XML      | • VS Code  |
| • GitHub                          | • Markdown |            |
|                                   | • HTML     |            |

## ACCOMPLISHMENTS

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- Northern Arizona University German Club: President | 2021
- AFP AZ: Outstanding Student in Philanthropy | 2018
- Make-A-Wish Youth Leadership Ambassador | 2017-2018
- Gilbert Chamber of Commerce: Young Hero Award | 2017
- Foothills Community Services: Jr. Board Member | 2016-2018
- Pacific Crest Drum and Bugle Corps: The Union | 2016