

Katelynn T. Vengoechea

katvengo@gmail.com | (951) 852-5024 | 240 Cerco Rosado, San Marcos, CA 92069

<https://github.com/katvengo> • <https://www.linkedin.com/in/katelynn-vengoechea-b5312746/>

PROFESSIONAL SUMMARY

Experienced administrative professional well-versed in clerical, customer service and recruiting functions. Friendly and reliable team player with excellent judgment, strong critical thinking skills and good problem-solving abilities. Seeking new part-time professional challenge's in a fast paced work environment.

WORK HISTORY

Empire Marketing

Administrative Assistant/HR Manager | 01/2017 - 03/2019

Administrative support, including but not limited to: filing paperwork, answering phones and emails.

Review potential employee candidates and schedule interviews with the hiring manager.

Responsible for maintaining new hire paperwork as well as on-boarding

Payless Shoesource

Sales Associate | 01/2017 - 01/2017

- Generate sales and deliver customer service.
- Process transactions through POS terminal.
- Key holder in charge of opening and closing store.

Kings Fish House

Hostess | 07/2014 - 08/2016

- Manage seating arrangements and reservations for 40 table restaurant.

The Odyssey Magazine

06/2015 - 12/2015

- Manage social media presence.
- Writing opinion pieces.

Slingr Inc

08/2014 - 12/2014

Hostevents

Design and implement of tactical plan

Manage social and print media

SKILLS

- HTML
- CSS
- Microsoft Office
- Communication
- QuickBooks
- Organization
- Communication
- Problem Solving
- bookkeeping
- customer service
- Data entry

EDUCATION

University of California San Diego Extension Bootcamp

La Jolla, CA

Currently Enrolled in their Full Stack web development program

May 2016

Bachelor of Arts: Political

Science, Global Politics

Palomar College

2014

Speech and Debate

Temecula Pizza Factory

Cashier | 07/2013 - 06/2014

- Issue receipts and disburse money to customers.
- Greet patrons to establishment.
- Maintain order and cleanliness Internships: Eric Gray's Campaign for Long Beach City Council.

Hillcrest Academy

Debate Coach | 11/2013 - 05/2014

- Lead team meeting of 12 student's.
- Aid students with writing arguments.