

Kate Biernat

720.470.4314 | kebiernat5@gmail.com

SELF EMPLOYED, New York, New York

2014-Present

Childcare Professional

Nanny/Tutor

Duties included providing a high quality, personalized childcare experience for several New York City Families with children of all ages with varying needs.

- Providing a fun, safe, structured, and nurturing environment for the children cared for
- Working with families in their homes and being respectful of their privacy, boundaries, and sensitive information
- Adhering to each family's individual set of rules for their children and ensuring they are enforced
- Assisting with homework and educating children on strategies to successfully complete their academic assignments while allowing the children to make discoveries for themselves
- Traveling domestically and internationally with families to fulfill childcare duties

GOLDY+MAC, New York, New York

2012-2015

Locally owned clothing boutique providing family friendly neighborhoods with affordable fashion.

Training Manager, Pricer, & Sales Associate

Duties included training and supporting new sales staff, unaccompanied store management, receiving, cataloguing, pricing, and selling inventory, assisting customers with their needs, maintaining the overall appearance of the store on a daily basis.

- Training new hires on the POS System, daily routine, and open and closing procedures
- Multi-tasking between assisting customers in dressing rooms and ringing up customers
- Using software to ring customers up, entering inventory, and opening and closing the cash drawer
- Key holder for all three locations, responsible for opening and closing the store
- Earned strong reputation for providing excellent service for external and internal customers.

MARC JACOBSON, New York New York

2013-2014

Entertainment lawyer

Executive Assistant

Provided administrative support and office management for Mr. Jacobson.

- Filing paperwork and contracts, office skills... (photocopying, faxing, scanning, computer skills, high level proficiency in applications including but not limited to Word, Excel, and Powerpoint)
- Using computer software to create and send invoices to clients then closing out invoices upon receipt of payment
- Handling scheduling matters in shared calendar software for Mr. Jacobson

WAGNER COLLEGE THEATRE SHOP, New York, New York

2010-2013

Theatrical scene and electrical shop providing technical support for eight fully mounted productions per year

Scene Shop Associate/Crew Leader

Duties included building scenery pieces, and executing light plots for various theatrical productions, providing technical support to project heads, leading crews on various projects.

- Building and maintaining scenery before and during the run of a show using power tools
- Hanging and focusing light plots for several shows according to the Lighting Designer and Master Electrician's instructions
- Leading crews of lab students on building projects and teaching students how to properly use power tools, build sets, hang lights, and other various tasks

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COLDWELL BANKER, Denver, Colorado

2011

National real estate commercial and residential brokerage firm

Receptionist

Provided administrative support for individual brokers and management to several offices throughout the Denver Metro Area.

- Filing paperwork and contracts, office skills... (photocopying, faxing, scanning, computer skills, high level proficiency in applications including but not limited to Word, Excel, and Powerpoint.)
- Using computer software to schedule showings for realtors and submitting listings into an online database
- Answering up to, but not limited to, four phone calls at a time and taking care of all of the needs of the callers on the other end of the line in a professional, timely, and efficient manner

PERFECT POOLS, Denver, Colorado.

2008-2010

Experts in Pool Management in South Suburban Denver

Lifeguard/Head Guard

Duties included maintaining the safety of the pool patrons through the proper training and skills upkeep of my lifeguard staff

- Creating and properly communicating the monthly schedule for my team of lifeguards at my pool

RELATED PROFESSIONAL EXPERIENCE

<u>EVENT MANAGEMENT</u>		
Event	Role	Duties Included
World Science Festival	<i>Production Assistant</i> Hospitality Suite	Keeping event running on time and organized, Communicating information and logistics for scientists giving lectures around NYC
Boys and Girls Club Gala	<i>Production Assistant</i> Entertainment Coordination	Assisted the principle stage manager in creating and maintaining the schedule of events, Working with museum staff to utilize the facility to the fullest while producing a memorable event for the attendees.

EDUCATION

Wagner College, Staten Island, New York

Theatre/Speech BA Graduate

Activities and accomplishments included:

- Design/Technology/Management Focus within Degree Program
- Completion of minors in Government & Politics and Dance
- Active member of United States Institute of Theatre Technology
- Member of Alpha Phi Omega
- Member of the award winning Wagner College Dance Team.
- Merit Scholarship

ADDITIONAL SKILLS

- Red Cross CPR/AED/First Aid Certified.
- 20+ years of dance training from various studios in Denver Colorado and New York City.