**Hello  
I’m Kate Sundquist**

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**Experience**

August 27, 2022 - Present

**Pandora** -*Sales Associate*

* Customer experience
* Cashier experience
* Organization
* Sales experience

August 20, 2022 - April 25, 2023

**Chipotle** - *Cashier/Crew*

* Customer experience
* Cashier experience
* Food handling
* Fast paced environment experience

September 15, 2021 - April 12, 2022

**Schaumburg Immediate Care** - *Medical Receptionist*

* HIPAA rules and regulations
* Medical office procedures
* Phone calling, scheduling & organizing
* Insurance verifications
* Collecting copays & payment collection

June 16, 2020 - April 2, 2021

**ShopSizeUSA** *- Photographer Assistant/Studio Assistant/Distribution*

* Shipping experience
* Assisted the Photographer with the fashion
* Fulfillment
* Answering customer emails
* Steamed clothes for mannequins
* Post listings
* Assisted in the studio

October 27, 2018 - March 23, 2020

**Chipotle, Streets of Woodfield -** *Cashier/Crew*

* Customer experience
* Cashier experience
* Food handling
* Fast paced environment experience

April 15, 2019 - September 9, 2019

**DSW, Schaumburg -** *Cashier/Sales*

* Customer experience
* Cashier experience
* Organization
* Fast paced environment experience

November 12, 2017 - January 6, 2018

**Timberland, Woodfield Mall** *- Sales Associate*

* Customer experience
* Great product knowledge
* Organization experience
* Sales

March 3, 2017 - September 9, 2017

**Mariano’s, Des Plaines** *- Salad Bar*

* Customer experience
* Kitchen experience
* Fast paced environment experience
* Food handling

**Skills;**

***Hard Skills***

* JavaScript (still new) - Shopify/Fulfillment
* CSS/HTML - EMR
* CRM Platforms - POS
* Customer Service - Food Handlers

***Soft Skills***

* Communication - Leadership
* Team player - Problem solving
* Positive attitude - Adaptability
* Multitasking - Ability to work on my own

**Awards**

* A/B Honor roll award 2 years straight.
* Track & Field Athlete Award 3 years straight.
* 3rd Place for freestyle stroke in park district swim team 2011

**Education**

Aug. 2014 - May 2018

**Elk Grove High School**

Oct. 2019 - June 2020

**Game Tester Intern at Rated F Gaming**

Dec.. 2022 - Present

**Web Development (full-stack) Bootcamp - UC Davis**