

# KATHERINE J GILCHRIST

## CONTACT

✉ [katgil@comcast.net](mailto:katgil@comcast.net)

📞 (719) 210-1882

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# KATHERINE J GILCHRIST

## EXPERIENCE

### Teacher, Mathematics

Westminster Public Schools  
Westminster, CO  
Aug. 2018 - July 2020

Taught levels 9-12 mathematics, including IB Math. Provided equitable instruction for all individuals. Regularly adjusted instructional practices based on the student-teacher feedback loop. Communicated and assisted in scheduling/re-scheduling of students into appropriate courses.

### Interventionist, Mathematics

Westminster Public Schools  
Westminster, CO  
Jan. 2018 - July 2018

Provided individual support for students in levels 9-12, both in and out of the classroom. Collaborated and communicated with individual teachers to help students reach on-pace content. Identified areas of need and developed materials on an individual basis.

### Student Teacher, Physics

Westminster Public Schools  
Westminster, CO  
Aug. 2017 - Dec. 2017

Taught level 9 algebra-based physics. Collaborated with mentor teacher to learn instructional methods and pedagogy for secondary education. Identified and developed instructional strategies based on the student-teacher feedback loop.

### Teaching Assistant, General Chemistry

Colorado School of Mines  
Golden, CO  
Aug. 2016 - Dec. 2016

Taught and managed an introductory level chemistry lab course (CHGN101). Maintained the safety and organization of the laboratory. Developed specific instruction based on pre-designed laboratory methods and procedures.

### General Sales & Support

Victoria's Secret at Colorado Mills  
Lakewood, CO  
Oct. 2015 - May. 2016

Worked on the sales floor, providing quality customer service to a diverse customer base. Provided support in shipment processing and branding, including organization of product and store front. Maintained and handled transactions as cashier during high-traffic hours and holidays.

### Administrative Assistant

Colorado School of Mines  
Golden, CO  
May 2012 - Aug. 2012

Provided support for administration of the department including: data input, correspondence, and organization of student orientations and events. Collaborated with peers and Departments for events. Managed and provided customer service as a receptionist.

## CONTACT

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## SKILLS

Adaptability ██████  
Communication ████████  
Collaboration ████████  
Computer Literacy ████████  
Customer Service ██████  
Organization ████████  
Self-Management ████████  
  
Adobe CC Suite ██████  
Figma ██████  
HTML5 ████████  
CSS ████████  
JS ████████

## EDUCATION

### M.S. Creative Technology and Design

ATLAS Institute  
University of Colorado Boulder  
Boulder, CO  
Aug. 2021 - May 2023

### Secondary Education Teaching Licensure

University of Northern Colorado  
Greeley, CO  
Aug. 2015 - Dec. 2017

### B.S. Chemistry

Colorado School of Mines  
Golden, CO  
Aug. 2010 - May 2015

## INTERESTS

UX/UI Design  
Creative Coding  
Game Design  
Cooking & Baking  
Reading Sci-Fi & Fantasy  
Writing  
D&D  
Music  
Hiking

# KATHERINE J GILCHRIST

## COMPANY / EMPLOYER NAME

Street Address

City, State Zip

*Month Year*

### To YOUR AUDIENCE:

I am pleased to present my application for the position of POSITION TITLE. You will find that I am a dedicated employee and am fully equipped with the skills necessary to become a pivotal part of the TEAM team.

The provided resume will attest to my education and experience in...

Other skills I've acquired that are relevant to this position are...

For these reasons and more, I believe that I am an excellent candidate for this position and welcome the opportunity to become part of a company that SHOW YOU'VE DONE RESEARCH.

You can view my current work... TALK ABOUT IT.

Thank you for your time and consideration.

*Sincerely,*

KATHERINE J GILCHRIST

## CONTACT

✉ katjgil@comcast.net

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in linkedin.com/in/katjgil/

## REFERENCES

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(000) 000-0000  
Link to Professional

# KATHERINE J GILCHRIST

Month Year

**NAME,**

My name is Katherine Gilchrist and I'm reaching out to you because... SAW  
YOUR WORK, WANT TO WORK WITH YOU, PROFESSIONAL ADVICE, ETC.

I'd love to discuss SOMETHING ABOUT WHAT YOU DO or MY PORTFOLIO or  
WHATEVER. Let's grab some coffee or chat over Zoom!

You can view my current work... TALK ABOUT IT.

Thank you and I look forward to hearing from you!

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*Sincerely,*

KATHERINE J GILCHRIST