

Kara Kohutek

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Summary

- Customer Service Experience
- Front Desk / Administrative Work
- Computer Skills: Java, C++, Python, Ruby, and Perl

Education

Texas Woman's University | *Denton, TX*

Bachelor of Science in Computer Science

Anticipated Graduation: Dec 2021

Experience

Briarwood Retreat Center *Summer Counselor* | *May 2019 - August 2019*

- Helped kids of all ages experience a camp environment through various activities
- Activities include: high ropes, archery, swimming, fishing, and other team building activities

AECOM

Zero Hour Intern | *July 2018 - December 2018*

- Assisted Project Managers in the Federal Water Department, in Dallas.
- Work included: organizing paperwork, taking notes in meetings, creating documents such as ORG charts, budget plans, project submittals, and even safety procedures.

AMF Bowling

Front Desk | *March 2018 - July 2018*

- Cleaned tables and the counters, checked in and out customers as well as fixed up the lanes when issues arise.

Whataburger

Team Member | *August 2016 - February 2018*

- Required constant awareness and communication for consumers and co-workers.
- Took orders, made burgers, used a fryer, and appropriately handed out food in a timely manner.

Certifications

- CPR, AED, and First Aid for infants, children, and adults
- Red Cross Lifeguard Certification