

<!DOCTYPE resume>

<pdf lang= 'en'>

<head>

<title>Katherine Seeburger</title>

<!-- Every day is a chance to be better -->

<link rel = 'E-mail' href= ' [kthendavid04@gmail.com](mailto:kthendavid04@gmail.com) ' >

<link rel = 'Phone Number' href= ' 614-404-5481 ' >

<link rel = 'Portfolio' href= ' <https://kthendavid04.github.io/fishSandwich-Folio/> ' >

<link rel = 'GitHub Profile' href= ' <https://github.com/kthendavid04> ' >

<link rel = 'LinkedIn' href= ' <https://www.linkedin.com/in/kthendfishsandwich/> ' >

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<ul class='Experience'>

<li>American Lumber - IT Coordinator</li>

<!-- November 2019 - April 2021 -->

<p>

- Middleman between ownership and our 3rd party IT company.
- Streamlined onboarding and offboarding process
- Helped update network structure and equipment
- Updated OS for outdated equipment

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<li>American Lumber - Sales Assistant</li>

<!-- August 2012 - November 2019 -->

<p>

Worked under the top salesmen, and would do the following:

- Created quotes
- Created sales order in system
- Follow the orders through production - deliver - invoicing -and payment.
- Answered the main phone line for the company and directed calls.
- Greeted guests
- Maintained office equipment and would order supplies when necessary

</p>

<li>American Lumber - Escrow Assistant</li>

<!-- August 2007 - June 2012 -->

<p>

- Responsible for coordinating and ensuring clear title for property purchased in Brazos County and surrounding counties
- Communicate with buyers, sellers, realtors and lenders to coordinate closings.
- Answer all phone calls and email in a timely manner.
- Respond to all questions and research answers / property to ensure a clear title for closing.

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</ul>

<ul class='Skills'>

<li> Effective skills to evaluate, organize and communicate efficiently </li>

<li>Well -developed interpersonal competence with a proven ability to establish, achieve and surpass goals</li>

<li> Utilize critical thinking skills efficiently to troubleshoot issues</li>

</ul>

<ul class='Projects'>

<li>Transitioned company to Office365 </li>

<li> Lead on learning security system and how to efficiently utilize the software</li>

<li> Created and utilized a department budget</li>

<li> Lead on intel phone software update </li>

<li> Lead on networking re-structure and update</li>

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