

Katherine Leyonmark

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Education

Allegheny College, Meadville, PA

Anticipated graduation May 2022

Bachelor of Science, Integrative Informatics and Economics Majors: GPA 3.945/4.0

Honors Program, Distinguished Alden Scholar, Omicron Delta Epsilon (Economics Honor Society)

Work Experience

Allegheny College Admissions, Meadville, PA

Data Processing Assistant, January 2019-May 2019

- Input prospective student data from around 200 students into Salesforce.
- Processed incoming student transcripts and academic records.
- Managed Admissions email account for incoming applications and files.

W.H. Greene & Associates, East Aurora, NY

Data Entry Specialist, June 2018-August 2018

- Checked accuracy of around 1000 underlying policies.
- Trained in iChannel and AIM Data Management.
- Developed business relationships throughout the insurance industry.

ValueCentric, Orchard Park, NY

Marketing Intern, June 2017-August 2017

- Researched information for and created the Wikipedia page for the company's marketing department.
- Cleaned and validated accuracy of Salesforce data for about 300 customer accounts.
- Updated Excel spreadsheets and Google sheets with contact information.

Allegheny College Residence Life, Meadville, PA

Resident Advisor, August 2020-Presently

- Maintain safety and well being of first- year students in the residence hall.
- Plan activities for students.
- Assist in resolving resident issues, personally and academically related.

Allegheny College Admissions, Meadville, PA

Gator Guide (Tour Guide), August 2019-May 2020

- Gave around 80 prospective students and families tours of campus.
- Coordinated and sent admissions mailing.
- Assisted at all admissions events for prospective students.
- Spoke on panels for academic professionals.

M&T Bank, Buffalo, NY

Credit Administration Internship, Summer 2020

- Received an offer from M&T Bank to participate in their 2020 Summer Internship Program. However, this internship was canceled due to COVID-19.

Prima Oliva Store and Café, Hamburg, NY

Counter Worker, May 2019-August 2020

- Assisted customers with transactions.
- Cleaned the café and work areas.
- Assembled orders.

Campus Activities

Teaching Assistant for Marketing Courses, 2019-Present. Allegheny College Orchestras, Presently. Allegheny College Women's Ensemble, 2018-2019. Allegheny College Cheerleading, Captain, 2018-Present. Allegheny College Gator Activity Programming, VP of Marketing, 2018-2020. Allegheny College WARC Radio DJ, 2019. Allegheny College Grounds for Change Coffeehouse Volunteer, 2019-2020

Skills and Certifications

Proficient in Microsoft Office including MS Word, PowerPoint, Excel and Publisher. Proficient in Google Sheets, Google Slides and Google Docs. Proficient in Java programming language. Proficient in Stata software.

Related Coursework

Computational Expression, Electronic and Intermedia Art, Data Abstraction, Computational Culture, Software Innovation, Principles of Marketing, Advanced Marketing, Economic Statistics, Applied Economic Statistics, Microeconomic Theory, Macroeconomic Theory, Microeconomics, Macroeconomics, International Business