

# KATELYN HENDRICKSON

## EDUCATION

### **Staples Motley High School • 2008**

- 4 Year Diploma – Honors
- Junior and Senior Class Director
- Yearbook Editor

### **Central Lakes College • 2010**

- Associate of Arts Degree

### **St Cloud State University • 2012**

- 2 Years of Community Psychology and Coaching credits

## EXPERIENCE

### **Go2wed.com Administrative Assistant May, 2015 – present**

- Clerical duties. Generating and maintaining vendor advertising, Correspondence with current and prospective vendors, creating and maintaining schedules and meetings.

### **South East Minnesota Realty, Inc. Office Assistant • August, 2014 – present**

- Clerical duties. Generating and maintaining property listings, managing company advertising, filing and organizing office systems.

### **Hayfield High School – Volleyball Coach • August, 2012 – present**

- Coaching 8<sup>th</sup> grade volleyball to begin with, now coaching Junior Varsity girls.

### **RES-America's Wind Developer – Office Assistant**

• January, 2014 – August 2014

- Clerical duties. Generating Land Owner contracts, assessing curative issues, scheduling and following up with appointments. Greeting and assisting Land Owners when entering the office. Assisting Land Consultants and the Office Administrator, as well as the Project Manager.

### **Anytime Fitness Kasson - Manager/Hzi • October, 2012 – August, 2013**

- Member consulting, sales, marketing, scheduling, scheduling maintenance, accounts receivable using ABC Financial, cleaning and handling security issues.

### **Seneca Foods, Inc. – HR Clerk • June, 2012 – September, 2012**

- Assisting the HR manager in screening applicants, hiring, and

orientation process. Clerical duties in the office setting, including filing and transferring paper files onto electronic files, as well as creating and updating all employee records.

#### SKILLS

- I HAVE GAINED VALUABLE SKILLS IN CUSTOMER SERVICE AND ADMINISTRATION THROUGH MY EXPERIENCES. I HAVE WORKED IN VARIOUS FIELDS, INCLUDING HR, SALES, MANAGING, CUSTOMER SERVICE, AND ADMINISTRATION. I AM COMPETENT IN MICROSOFT OFFICE, EXCEL, AND HAVE LEARNED MANY OTHER PROGRAMS SPECIFIC TO EACH POSITION.

#### REFERENCES

- Rich Rieken – Owner/Broker-South East MN Realty, Inc. • (507) 477-2000
- Justin Markell – RES-Americas Project Manager • (612) 219-5932
- Karen Schouweiler – Office Administrator • (507) 259-7583
- Cassie Roberts – HR Manager Seneca Foods, Rochester • (507)951-4143