

Katherine Aasted

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Skills Summary:

- Self motivated, results oriented individual with an excellent attention to detail
- Demonstrates leadership ability, ability to work independently, strong organizational skills, and resourcefulness
- Proficient level of experience with: **Microsoft Office Suite** (Outlook, Microsoft Word, Excel, Powerpoint, Teams, OneNote, OneDrive, Sharepoint); **Google Drive** (Google Docs, Sheets, Slides, Forms); **PDF readers** (Bluebeam Revu, Adobe Acrobat, Kofax Power, ECopy PDF Pro); **ERP Systems** and **SAP** (COINS, ECi OMD)

Experience:

Pacific Office Automation

Lead Administrator April 2023 - February 2024

- Managed a team of 6 administrative assistants to meet monthly, quarterly, and annual deadlines
- Prepared and ensured accuracy of \$4M+ each month in new sales contracts: auditing, invoicing, funding leases, existing lease closures
- Tracked and claimed sales incentives, bonuses, and promotions for internal and vendor tracking

Learned and developed: management skills, customer relationship management, record keeping and compliance

Apollo Mechanical Contractors

Office Administrator September 2021 - December 2022

- Facilitated office move; coordinating with multiple departments and companies
- Developed new document control methods for company programs
- Designed training instructions for new and existing procedures
- Entered all assigned data in a timely fashion daily and as assigned; within time frames, with a high-level of accuracy
- Created test reports and project specific binders for the field. On average 30 binders per month
- Set up and activate flip phones, smart phones, and computers.

Learned and developed: construction general knowledge, technology skills, office management

Alert Security Asset Protection

Hiring Assistant and Key Holder March 2021- September 2021

- Researched and implemented new hiring outreach ideas
- Contacted and interviewed applicants for security guard and supervisor positions across multiple states
- Ensured paperwork for new hires meet legal requirements
- Assisted dispatch and operations managers as needed

Learned and developed: customer support skills, strategic thinking, professionalism, furthered technology skills

Cooperative Living Housing

Financial Chairman January 2019 - May 2020

- Made monthly rent posts and collected rent and deposits from members
- Paid monthly bills, managed budgets, and managed as needed updates & repair
- Presented spendings and budgets at biweekly meetings to members
- Increased the house surplus tenfold

Learned and developed: created more transparency for future chairmen and members, developed leadership skills and work-life balance, furthered technology skills and knowledge

Safety Town of Santa Barbara

Assistant Program Director Summer 2017 - 2019

- Responsible for overall camp safety and policy enforcement, daily welcome activities, end of day clean up, and other duties as assigned.

Learned and developed: early childhood care, customer service skills, problem solving, time management

Education:

Santa Barbara City College

Graduated with honors

- Mathematics, Associate in Science
- Physics, Associate in Science