

# Katherine Geisler

The right choice for your Human Resources position!

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## EXPERIENCE

### **All Bright Sanitation- Human Resources and Customer Service Specialist**

June 2011- October 2018

Customer Service Responsibilities: answering customer phone calls, emails, and website comments, signing up service, taking online payments, cancelling or transferring service.

Human Resources Responsibilities: in charge of keeping all personnel files up to date, including keeping track of pertinent DOT information, any and all benefits information, payroll, etc. I created all employment ads, and conducted all first round interviews.

Bookkeeping Responsibilities: including accounts reconciliations and all banking needs. Helped design, printed and sent off all customer bills (some monthly invoices, some weekly invoices, and billing postcards).

### **Julie & Jeremiah Schlosser- Private, In-Home Nanny**

August 2012- May 2016

Caring for two boys, beginning age 6 months and 3 years. Also caring for the family pet and the home. Duties included: Preparing breakfast, lunch, and two snacks, Diapering, Potty Training, Dishes and general clean-up. As they aged into school my duties became care for one boy and picking up and caring for second boy after school.

### **Project Prepare 21st Century Grant, E.L. Foster Elementary School, Arvada, CO 80003 — Site Director**

May 2011- July 2013

Assisted in writing grant proposals and attended 21st Century Grant meetings where we discussed the best uses for our grant money which in turn helped in writing even better grant proposals.

Creating Microsoft Excel Spreadsheets for keeping track of attendance for the grant purposes, and tracking State provided snack for before school, after school, and summer programming.

Assisting in programs when teachers or their assistants were out.

Handling all of the disciplinary actions for the students involved in the class.

Creating flyers for class information.

Creating a lottery system for popular clubs.

Completing end of the year statistics for 21st Century using their compilation software and integrating my spreadsheets to streamline the process.

### **Jefferson County Public Schools, Weber Elementary School, Arvada, CO 80005 — Para-professional, Reading Specialty**

November 2010- May 2012

Assisted classroom teachers in daily classroom activities. Ran several remedial reading groups attempting to bring delayed readers up to grade level. Took children to lunch every day and cared for them outside on recess.

## SKILLS

Microsoft Office  
Knowledgeable

Photoshop and Adobe  
Knowledgeable

Fast learner of new computer  
systems

Knowledgeable of many  
different scanning, printing,  
copying devices

## LANGUAGES

Fluent in English, proficient  
in Spanish and American Sign  
Language, currently learning  
German.

## EDUCATION

**Metropolitan State University, Denver, CO — Major in Behavioral Sciences: emphasis in Psychology, Minor: History**

August 2001- July 2007

Worked my way through school. Part-time student while working nearly full time. Found a passion for Psychology and added my love of WWII history to round out my Behavioral Sciences degree.