

Katherine M. Miller

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Education

2008-2012	University of Colorado <ul style="list-style-type: none">• Sociology; Major GPA 3.3• Coursework in: Psychology of Personality, Social Problems, Crime in Society	Boulder, CO
2004-2008	Darien High School	Darien, CT

Work Experience

Summer 2011	Campus Recruiting Intern at Goldman Sachs <ul style="list-style-type: none">• Worked in the Securities Division Human Capital Management Recruiting team• Assisted in preparation for and coordination of incoming intern class• Assisted and participated in Securities Division training events• Developed data entry and Excel skills	New York, NY
Summer 2010	HR Generalist Intern at Goldman Sachs <ul style="list-style-type: none">• Worked in the Securities Division Human Capital Management Generalist group• Updated employee information databases• Managed resume information for new recruits and assisted in recruiting events• Organized promotion letters for new Associates	New York, NY
Summer 2010	Corporate Law Intern at Reed Smith Richards Butler <ul style="list-style-type: none">• Worked in the Corporate and Finance department of an international law firm• Conducted research and assisted in corporate law cases• Observed hearings in the High Court of Hong Kong	Hong Kong, China
2006-2008	Sales Associate at Pink & Green, LLC <ul style="list-style-type: none">• Part time position in high-end retail store• Responsibilities included sales, customer service, marketing and merchandising	Darien, CT

Leadership and Activities

2011 – Present	Families of Homicide Victims and Missing Persons, Inc. <ul style="list-style-type: none">• Organization that advocates for the families of cold case homicide victims and missing persons under suspicious circumstances in Colorado• Responsibilities include researching unsolved cases to locate victims families and recruit to the organization	Boulder, CO
2010 - Present	The National Society of Leadership and Success <ul style="list-style-type: none">• Participate in leadership seminars• Attend speaker events featuring private and public sector leaders	Boulder, CO
2006 - Present	Operation Hope <ul style="list-style-type: none">• Donate time to a non-profit organization that aids individuals by providing food and shelter• Responsible for selection of menu and preparation of nutritious meals for up to fifty people	Fairfield, CT
2007 & 2009	Habitat for Humanity <ul style="list-style-type: none">• Worked over two summers in the lower Ninth Ward rebuilding homes destroyed by Hurricane Katrina• Responsibilities included preparing for construction, framing, dry walling and scaffolding	New Orleans, LA

Skills & Interests

- Proficient in Human Resources Information Systems, Excel, Microsoft Office, Windows, Mac OSX
- Conversational Spanish
- Strong interpersonal skills and work well in teams
- Enjoy philanthropic activities, gourmet cooking, skiing and international travel (lived in Asia for five years and have visited over twenty five countries)