



Katie Mae

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PROFILE

- Innovative, creative student determined to complete tasks promptly
- Proficient, effective, and inventive web designer
- Dedicated and passionate leader with extensive leadership training

Extensive Computer Skills

Website Design

Atlassian Web Designing tools

Microsoft (Word, Publisher, Excel, PowerPoint, Access, Outlook)

Microsoft Windows '98, '00, XP, Vista

<http://katiexmae.wix.com/katelynrawert>

EDUCATION

Bachelor of Science **May 2014**
Business Management
 Northwest Missouri State University (NWMSU), Maryville, MO
 Honors: Northwest Honor Roll,

Associate of Arts Degree **July 2012**
 Metropolitan Community Colleges- Longview, Lee's Summit, MO
 • President's List/Dean's List (two semesters) | GPA 3.67
 • Worked 20-25 hours a week while attending school full time

RELATED EXPERIENCE

Wiki Space Family Administrator DST Systems | Kansas City, MO June 2013 – Present

- Designed, governed, supported and administrated a collection of spaces on the wiki
- Created 15 new web site designs for various departments with existing information on the wiki
- Consulted with various teams on their information layout on the current wiki space
- Provided key communication to the departments through the wiki websites
- Trained teams, supervisors and executives on the use of the wiki web sites

Office Assistant Aramark Catering | Maryville, MO Aug. 2012 – May 2013

- Provided front desk support by directing callers/visitors, copies of confidential information and monitored mail
- Provided information to students, faculty and public about services, products, and programs at NWMSU
- Rectified students' meal plan inaccuracies
- Known as the efficient, detail-oriented and determined office worker

Office Assistant Campus Life and Leadership for MCC | Lee's Summit, MO Oct. 2010 – Aug. 2012

- Trained two new employees and worked well with current staff
- Researched, planned and advertised new events targeted to college students on campus
- Provided front desk support including answering phones, operating faxes and copiers
- Known as an innovative and creative employee always willing to help others

Orientation and Peer Leader **2010 - 2012**

- Led New Student Orientation consisting of a three hour in-depth program
- Selected by faculty and staff to lead New Student Orientation consisting of a 3-hour program
- Mentored new and transfer students adjust to college through campus resources and tours
- Led and hosted eight leadership events for new leaders and employees on campus

LEADERSHIP/ACTIVITIES

NWMSU 2012 – 2013 Executive member of Hall Council for South Complex

- President on the Leadership Team in the Resident Hall Association
- Attended a Leadership Training Program

MCC 2010-2012

- Helped run, attended and volunteered for Martin Luther King Jr. Day of Service
- Involved in clubs and organizations' events through Campus Life and Leadership Office

