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# KATHERINE L. BOOTH

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## PROFESSIONAL OBJECTIVE

Seeking a position in your organization to utilize my educational qualifications, administrative knowledge, and analytical skills for mutual growth and success.

## EXPERIENCE

### INTERN, ADVANTAGE MEDIA INC; GRANITE BAY, CA – SEPT. 2019–CURRENT

- Developed new filing system with increased efficiency
- Scheduled and coordinated multiple zoom video/teleconference meetings
- Responded and assisted client inquiries regarding association mgmt. opportunities

### TEAM MEMBER, THE MUSIC YARD (SEASONAL); ROCKLIN, CA – JULY–SEPT. 2019

- Engaged in customer sales opportunities
- Implemented cash and credit transactions
- Enabled transactions of musical instrument and equipment rentals

### HOSTESS/CASHIER, NEKTER JUICE BAR; ROSEVILLE, CA – JAN 2019–JULY 2019

- Greeted and accommodated customers upon entry
- Provided exceptional customer service
- Assembled and prepared various food and beverage items
- Completed cash and credit transactions. Balanced register

### AMBASSADOR FOR MILLS COLLEGE (SEASONAL); OAKLAND, CA – AUG 2017–DEC 2017

- Managed and implemented office administration transactions
- Scheduled client and student appointments
- Coordinated group tours to promote Mills College offerings
- Coordinated and hosted overnight visits for prospective student candidates

## EDUCATION

### UNIVERSITY OF CALIFORNIA DAVIS - ENGLISH MAJOR, CURRENT STUDENT GRADUATING CLASS OF 2021

Student with honors. Community Advisor at the Multi-faith Living Community (MLC).

## SKILL SETS

Proficient to expert with Mac, MS Office Suite, Google Drive. Highly versed with administrative skills and multi-line phone systems. Writes and communicates clearly and concisely. Verbally engages in a confident and effective manner. Consistently meets and exceeds established goals. Natural leadership abilities. Effectively negotiates and resolves differences. Provides well thought out solutions. Sensitive and supportive to other's needs.

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