

Katherine Moses

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EXPERIENCE

Georgetown Country Club, Ann Arbor, MI — Receptionist, Camp counselor, and Cashier

JUNE 2016 - OCTOBER 2018

Georgetown is a seasonal job for the summertime and I have experience with cashing customers out and taking care of tasks around the facility. Only needed during the summer season.

Justice, Briarwood Mall in Ann Arbor, MI — Stylist/Stocker

OCTOBER 2017- APRIL 2018

Worked with unloading boxes into backroom storage and resetting displays to have the right amount of clothes. Worked for Christmas and Easter season.

EMU Foundation, Welch Hall, Eastern Michigan University, Ypsilanti, MI — Receptionist/Office Assistant

OCTOBER 2019 - APRIL 2020

Answer the phones and transfer calls to different members in the office. Pick up mail in the neighboring hall for the members of the office. Handle different tasks assigned by my supervisor. Business became overstaffed and was let go.

Paesanos Restaurant and Wine Bar, Ann Arbor, MI- Hostess

JULY 2020-PRESENT

Answer the phones for carryout orders, reservations, and customer service. Seat customers at tables and inform servers of their table number and amount of guests.

EDUCATION

Pioneer High School, Ann Arbor, MI — High School Diploma

SEPTEMBER 2014 - JUNE 2018

Went to high school for 4 years and graduated with a 3.32 GPA.

Eastern Michigan University, Ypsilanti, MI — N/A

SEPTEMBER 2018 - APRIL 2022

Getting my undergraduate degree in Interior Design. I currently have a 3.58 GPA.

SKILLS

Good communicator
Have a positive attitude
Hard-working
Determined
AutoCAD
Sketch-up
Photoshop
Lumion
CET Designer

AWARDS

Receiving the Emerald Scholarship from Eastern Michigan University.

Awarded the position of captain of the varsity cheerleading team by my peers during my senior year of high school.

LANGUAGES

English

