

# Katherine Bell

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Roswell, GA 30076

## Education

Graduate Certificate, Publishing and  
Editing  
Florida State University  
2009 - 2011

Bachelor of Arts, English  
Georgia Southwestern State University  
1998 - 2002

## Advanced Office Skills

Social Perceptiveness

Critical Thinking

Interpersonal Skills

Communication

Time Management

Team Management

## General Office Skills

Microsoft Office Suite

Photoshop

Mac & PC operating systems

Facebook & Twitter

WordPress

Completed supervisory training

Type approximately 70 wpm

## Volunteer Experience

Outpatient Therapy Services  
Cuthbert, Georgia  
4+ hours

The Willows Retirement Community  
Cuthbert, Georgia  
100+ hours

## Objective

To obtain a position with The Home Depot, where I may utilize and apply my education, experiences, and leadership/organizational skills to benefit the company and my coworkers and ensure a successful work environment.

## Selected Professional Experience

Host and Catering Coordinator  
Mirko Pasta / September 2014 – present

Deliver top-notch customer service in a fast-paced, high-stress environment. Expedite and maintain a balance between seating availability, servers, and incoming guests to provide a quality experience. Accurately prepare and deliver large orders.

Assistant Editor and English Adaptor  
Seven Seas Entertainment / March 2007 - present

Proofread and corrected manuscripts for publications, adhering to strict in-house publication standards. Worked with script-style, pre-lettered, and novel-style manuscripts, improving grammar, punctuation, tenses, and any other issues as needed.

Library Associate  
Florida State University / December 2010 – August 2013

Created and managed schedules via Microsoft Excel and later Microsoft Outlook. Maintained department out calendar. Staffed customer service and reference desk. Maintained department statistics. Responsible for creating department WordPress blog, as well as authoring posts, creating photographs, and editing images for department blog posts, found at:

- <http://fsuspecialcollections.wordpress.com>

Administrative Support Assistant  
Florida State University / April 2007 – December 2010

Managed and maintained the calendars of a university dean, two associate deans, and two conference rooms. Coordinated travel arrangements for staff and visitors. Responsible for office inventory and ordering supplies as needed. Performed basic receptionist duties, including answering multiline phone, directing guests, and distribution of mail. Managed library association, including:

- Maintaining membership lists and sending renewal notices.
- Receiving and processing donations and fees.
- Booking catering for board meetings and taking meeting notes.
- Creating RSVP mailings for annual dinner, as well as creating signage for dinner and arranging catering for dinner.
- Troubleshooting any issues with memberships that might arise.