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| --- | --- |
| Name: |   Katherine Sellers |
| Phone: |   2623422683 |
| Email: |   katsellers917@gmail.com |
| Location: |   US-WI-Silver Lake-53170 () |
| Last Modified: |   8/22/2019 12:31:14 PM |

 Work History

|  |  |  |
| --- | --- | --- |
| Company Name: |   Medix Ambulance Service | 11/01/2015 - Present |
| Job Title: |   EMT Basic |
|  |
| Company Name: |   American Girl Brands | 11/01/2015 - 01/01/2016 |
| Job Title: |   Order Processor |
|  |
| Company Name: |   Key Lime Cove | 10/01/2012 - 12/31/2015 |
| Job Title: |   Food and Beverage Supervisor |
|  |
| Company Name: |   Six Flags | 05/01/2012 - 05/01/2013 |
| Job Title: |   Food Service Unit Supervisor |
|  |
| Company Name: |   Walmart Stores | 09/01/2011 - 04/30/2012 |
| Job Title: |   Cashier |
|  |
| Company Name: |   Cardinal Health | 09/01/2007 - 06/01/2011 |
| Job Title: |   Administrative Assistant HR EHS |
|  |
| Company Name: |   Adecco Staffing/Cardinal Health | 06/01/2006 - 09/01/2007 |
| Job Title: |   Administrative Assistant II - Production, HR and EHS Coordinator |
|  |

 Education

|  |  |  |  |
| --- | --- | --- | --- |
| School: |   Gateway Technical College, Burlington, WI | Graduation Date: |  |
| Major: |    |
| Degree: |   None |
| School: |   CEVO | Graduation Date: |  |
| Major: |    |
| Degree: |   None |
| School: |    | Graduation Date: |  |
| Major: |    |
| Degree: |   None |

 Additional Skills And Qualifications

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| --- | --- | --- | --- |
| Recent Job Title: |    EMT Basic | Recent Wage: | 0 per  |
| Security Clearance: |   No |  |  |

 Desired Position

|  |  |  |  |
| --- | --- | --- | --- |
| Desired Wage: |    per  | Desired Employment Type: |  |
| Desired Travel: |    |   Desired commute: |  |
| Desired Relocation: | No |  |

 Resume

|  |
| --- |
| KATHERINE SELLERSP.O. Box 74, Silver Lake, WI 53170(262) 342-2683Email: katsellers917@gmail.comEmploymentHistoryMedix Ambulance Service November 2015 - Present780 Blackhawk Dr, Unit G, Burlington, IL 53105EMT Basic Assist with patient transports from hospital to different care facilities. Administer first aid - basic EMT duties.American Girl Brands November 2015 - January 201612400 Fox River Road, Wilmot, WI 53192Order Processor - Seasonal Assist callers with placing phone orders for American Girl and Fisher Price products. Assist callers with checking on shipping status of orders placed. Data entry projects as requested.Key Lime Cove October 2012 - December 20151700 Nations Drive, Gurnee, IL 60031Food and Beverage Supervisor Started out as a Cashier and was promoted to Food and Beverage Supervisor. Manage front of house staff and activities of 4 food service locations inside the resort. Manage staff of approximately 30 employees within 4 locations. Assist with scheduling of 4 food service locations. Expedite orders from kitchen to guests. Speak with guests about guest comments, complaints or issues. Assist with monthly inventory. Greet guests and place food or beverage orders. Bartender. Stock products. Open and close units as needed.Six Flags Great America May 2012 - May 2013P.O. Box 1776, Gurnee, IL 60031Food Service Unit Supervisor Supervise activities of up to 15 employees. Set-up and close food service units on daily basis. Place daily order requests from Warehouse and process weekly inventory of units. Greet customers/guests and handle any compliments/complaintsKatherine I Sellers Page 2Walmart Stores September 2011 - April 2012475 East Route 173, Antioch, IL 60002Cashier Greet customers. Scan and bag customer purchases and collect payments for orders. Stock and straighten aisles; restock merchandise.Cardinal Health September 2007 - June 2011Adecco Staffing/Cardinal Health June 2006-September 20071300 Waukegan Road, Waukegan, IL 60085Administrative Assistant II - Production, HR and EHS Coordinator Assistant to Plant, Human Resources, EHS, and Black Belt Managers. Reviewed First Report of Injury and Incident Reports when received and enter all necessaryincident information into Stars Claims Management system and acted as liaison between employees,physician offices and workers compensation carrier. Coordinated and set-up all facility meetings, plant tours, and employee activities to includethe summer picnic, awards luncheons and holiday luncheon. Assisted with general administrative functions to include, but not limited to: set up employeeinformation meetings, prepared slide presentations, maintained and issued plant safety shoeauthorizations, assigned employee lockers, processed invoices for payment, updated employeeinformation monitors and bulletin boards. Member of Medical Emergency Response Team (M.E.R.T.). Assisted employees with policies and procedure interpretation and provide front line employercontact to include resolution of employee relations, comp and benefits issues. Processed personnel change notices for new hires, terminations, salary and title changes,administered and counseled employees on FMLA and other types of leaves, and assisted withstaffing procedures for hourly, non-exempt and exempt positions.Education Gateway Technical College, Burlington, WI 2011 - August 2015Participated in Nursing and Business Program coursesEMT Basic Class - Completed August 2015Certifications CEVO Training Certificate November 2015NREMT License - EMT Basic Certification and License September 2015ServSafe Food Service Sanitation Certificate June 2014Bassett Certification May 2013SkillsTyping 55-60 wpm, Microsoft Word, Excel, PowerPoint, Outlook, Microsoft Publisher, Business Objects,and SAP (Invoice Entry), Peoplesoft, Kronos, Repertoire, ABRA2000, ProBusiness Workers Compensation:Stars Claims Management SystemReferences Available Upon Request. |