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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 | |
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 Education

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| --- | --- | --- | --- |
| 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

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| --- |
| KATHERINE SELLERS P.O. Box 74, Silver Lake, WI 53170 (262) 342-2683 Email: katsellers917@gmail.com  Employment History Medix Ambulance Service November 2015 - Present 780 Blackhawk Dr, Unit G, Burlington, IL 53105 EMT Basic  Assist with patient transports from hospital to different care facilities.  Administer first aid - basic EMT duties.  American Girl Brands November 2015 - January 2016 12400 Fox River Road, Wilmot, WI 53192 Order 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 2015 1700 Nations Drive, Gurnee, IL 60031 Food 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 2013 P.O. Box 1776, Gurnee, IL 60031 Food 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/complaints     Katherine I Sellers Page 2  Walmart Stores September 2011 - April 2012 475 East Route 173, Antioch, IL 60002 Cashier  Greet customers.  Scan and bag customer purchases and collect payments for orders.  Stock and straighten aisles; restock merchandise.  Cardinal Health September 2007 - June 2011 Adecco Staffing/Cardinal Health June 2006-September 2007 1300 Waukegan Road, Waukegan, IL 60085 Administrative 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 necessary incident 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 include the summer picnic, awards luncheons and holiday luncheon.  Assisted with general administrative functions to include, but not limited to: set up employee information meetings, prepared slide presentations, maintained and issued plant safety shoe authorizations, assigned employee lockers, processed invoices for payment, updated employee information 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 employer contact 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 with staffing procedures for hourly, non-exempt and exempt positions.   Education Gateway Technical College, Burlington, WI 2011 - August 2015 Participated in Nursing and Business Program courses EMT Basic Class - Completed August 2015  Certifications CEVO Training Certificate November 2015 NREMT License - EMT Basic Certification and License September 2015 ServSafe Food Service Sanitation Certificate June 2014 Bassett Certification May 2013  Skills Typing 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 System   References Available Upon Request. |