

KATHARINE WINTER

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EDUCATION

Business Administration & International Business August 2022
Chapman University, Argyros School of Business and Economics, Orange, CA 3.638
Presidential Scholarship: Merit Scholarship (2022 to present)
Dean's list
Asian Pacific Student Association, Vietnamese Student Association, The Womens Network Chapman, Outdoors Club

PROFESSIONAL EXPERIENCE

Winter & Associates LLP, Evanston IL May 2019 – Present

- Personal assistant in charge of managing personal affairs, drafting and sending emails, culling and printing, and filling and billing.

@tullip.clothes Instagram shop assistant, Bangkok, Thailand April 2020 – June 2021

- Worked on finding and listing clothing. Accurately analyzing and describing items to interested buyers.
- Marketed to a larger audience and worked on growing the account.

Nannying/Caregiving, Orange, California August 2022 – May 2023
Part time Nanny

- Watched and cared for 3 young children.
- Managed a variety of other household tasks even on a tight schedule. Multitasking.

16 On Center (Hospitality Collective), Chicago, IL July 2023 – July 2023
Out of Space Festival Employee

- VIP check-in and box office.
- Physical work in setting up and breakdown.
- Lots of work in community service, communication, and an eye for detail.

Princess Polly College Ambassador July 2022 – Present

- Creating social media posts to increase interest in the brand.

ADDITIONAL RELEVANT EXPERIENCE

The Womens Network, Orange, CA August 2023 – Present

- VP of Finance
- Work with Chapman to attain club funding and manage money. Facilitates Chapman fiscal and organization policies for the rest of the executive board.
- Executes a fundraiser twice a semester. Work closely with VP of events to plan and manage budgeting.

SKILLS

- Customer service, organizational skills, work ethic, problem solving, energy, communication, efficiency
- Microsoft Office: Word, PowerPoint, Excel, Outlook