

Kathryn Carter

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Skills Profile

- Excellent oral and written communication skills
- Well organized, detail oriented, self-starter
- Exceptional computer skills
- Type 60 wpm – data entry 10,000 kph
- Familiar with medical terminology and with laboratory procedures and protocols
- Wide variety of experience in multiple industries

Education and Academic Achievements

Bachelor of Science Degree – Minnesota State University, Mankato **Current**
Mankato, MN

- Major: Technical Communication
- Minor: Environmental Science
- Current 3.8 GPA

Associate of Science Degree – Alexandria Technical College **May 2008**
Alexandria, MN

- Major: Individualized Professional Studies with Transfer Curriculum
– *Emphasis on Technical Writing and Medical Laboratory Technology*
- Graduated with a 3.8 GPA
- Recipient of 2007 – 2008 Outstanding Academic Achievement Award in Major
- Member of Phi Theta Kappa International Honor Society of Two Year Colleges

Software and Programming Proficiency

- Microsoft Office 2007 – Word, Excel, Power Point, Outlook, Publisher, Access, and Expression Web 2
- Adobe Creative Suite 3 – Photo Shop, In Design, Dreamweaver, Fireworks, and Acrobat
- Web design programming – HTML, CSS, XHTML, XML, XSLT, and JavaScript
- Adobe FrameMaker
- Microsoft Visio
- AuthorIT

Employment History

Teacher Assistant **2006 – 2008**
Alexandria Technical College – Alexandria, MN

- Assistant to the Program Director and instructors for Advanced Degree Nursing Program
- Create and edit program documentation and learning materials with Microsoft Word and Excel
- Create Power Point presentations with speaker notes for lectures
- Grade papers using key and enter grades into computer system

Web Designer **2006 – 2006**
Command Center – Saint Cloud, MN

- Update and maintain web site for a real estate agent

- Personal Time Off** **2003 – 2005**
Home – Saint Cloud, MN
- Time off to spend with terminally ill father before his death
 - Estate management after father's death
 - Oversee home repairs, organize records, and pay debts
 - Organize a huge estate sale involving property, boats, vehicles, and personal belongings
- Marketing Coordinator** **2003 – 2003**
Office Team – Saint Cloud, MN
- Coordinate marketing materials for Wells Fargo Home Mortgage
 - Track customer lists for several consultants
- Database Administrator** **2002 – 2002**
Office Team – Saint Cloud, MN
- Create Access database for a new telephone switch system at the VA Hospital and clinic
 - Prepare customer documentation for post-installation
 - Continued work from home on second installation in North Dakota
- Administrative Assistant** **2001 – 2001**
Center for Financial Solutions – Saint Cloud, MN
- Provide administrative support to financial advisors
 - Research funds on the Internet and prepare presentation materials
 - Create a contact management database
- Medical Billing Clerk** **2000 – 2001**
Centra Care – Saint Cloud, MN
- Enter CPT billing codes into ID_x system at Centra Care Health System
 - Process inpatient, outpatient, emergency room, and surgical procedures
 - Train new employees in the department
- Attendance Secretary** **1999 – 1999**
Kelly Services – Saint Cloud, MN
- Maintain attendance and enrollment records of students at Tech High School
 - Create database to track scholarship applications and rewards
- Additional Experience Highlights**
- Industrial Plant Construction – Office Manager (*9 months*)
 - Oil Well Servicing – Fleet Parts Manager (*1 year*)
 - Manufacturing – Accounts Receivable Clerk (*6 months*)
 - National Flooring Distributor – Purchasing Assistant (*2.5 years*)
 - Medical Equipment Research and Development – Laboratory Technician (*18 months*)