

## KATRINA TIMMONS

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### OBJECTIVE

Entry-level marketing position using excellent communication, organizational, and computer skills.

### EDUCATION

**University of California**, Berkeley, CA

B.A. American Studies, concentration in Minority Education, May 2009

Additional coursework in marketing, psychology, English, and computer science.

### MARKETING/MANAGEMENT SKILLS

- Coordinated team in planning sorority recruitment resulting in a chapter membership increase of 35 percent. Implemented a marketing strategy that promoted the benefits of membership.
- Organized fundraising and promotional events for literary/art journal bringing together Filipino artists from areas throughout California.
- Achieved highest sales volume level while employed at a retail store.
- Collaborated with a team of instructors to create a positive, fun, and lively learning atmosphere tailored specifically for each client.

### COMMUNICATION

- Directed group of 70 sorority members and increased group unity by designing team building activities.
- Motivated 15 underachieving students toward success in district exams.
- Drafted a proposal for an educational project resulting in a \$600 grant award.

### CREATIVITY

- Conceptualized yearlong project for ESL students that will culminate in a journal of autobiographical works.
- Designed visual concept for a magazine debut event.
- Developed a semester teaching unit on culture, ethnicity, and identity.

### SOFTWARE APPLICATIONS

- MS Word, Excel, Photoshop, and Dreamweaver.
- Strong Internet research and web page design skills.
- Proficient in conversational Spanish.

### WORK HISTORY

**Project Coordinator and Tutor**, Edna Brewer School, Oakland, CA. 9/07-present

**Managing Editor**, *Maganda*, a Filipino literary and art magazine, UC Berkeley. 9/0006-present

**Teaching Intern**, Break the Cycle, Berkeley, CA. 9/0007-present

**Recruitment Chairperson**, Chi Omega Sorority. 1/0006-12/0006

**Salesperson**, Wicked Corporation, Berkeley, CA. 7/2004-12/0005