

katie wells

Creative and hardworking team player with a great attitude. I have a passion for international education and administrative work and have strong interpersonal and intercultural communication skills.

EDUCATION

Middlebury Institute of International Studies, Monterey CA — International Education Management

August 2020 – December 2021 (expected)

Masters of Arts in International Education Management

George Fox University, Newberg OR — International Studies

Graduated April 2018

Bachelor of Arts in International Studies | George Fox Leadership Award |

Dean's Honor List | French Club Officer | Studied abroad in Klaipeda,

Lithuania at LCC International University

EXPERIENCE

RockPoint Church, Newberg OR — Administrative Assistant

January 2017 – Present

- Co-coordinate special events and organized mission trip itineraries
- Managed children's curriculum, leadership team, and class schedule
- Created social media content and newsletter
- Managed incoming calls and membership data input

France Education International, Pontarlier, France — Assistante de Langue

October 1, 2019 – April 30, 2020

- Planned and taught English language curriculum for DELF levels A1-C1 for private and classroom lessons
- Created a friendly and informative environment for students
- Communicated efficiently with school and Académie staff

Sundance Catalog, Tigard OR — Sales Associate

May – September 2016, January 2018 – September 2019

- Ensured exceptional customer service
- Reached sales goals and excelled in data capture
- Maintained floor visual upkeep

LCC International University, Klaipeda, Lithuania — Resident's Assistant

July 3-27, 2017

- Created evening events that strengthened English language skills
- Coordinated hall meetings and delegated floor duties
- Facilitated intercultural discussion groups

CONTACT

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wellskatie.com

AWARDS

Dean's Honor List from George Fox University – January 2017 + January 2018

100% on Corporate Evaluation from Sundance – July 2016, August 2019

- Excelled in customer service and attention to detail during Corporate Secret Shopper evaluation

George Fox Leadership Award scholarship awarded April 2016

Magna Cum Laude Associate of Theology degree from Portland Bible College awarded May 2015

YES Abroad Youth Ambassador to Sarajevo, Bosnia-Herzegovina from August 2012 to June 2013

- Fully funded scholarship sponsored by the Department of State

SKILLS

Customer service

Communication

Language proficiency

- French (B2)
- Bosnian (B1)

Administrative

Collaborative

Computer efficiency

- Microsoft Office
- Google Drive
- POS Systems
- Scheduling systems

Multitasker

Social media

Flexibility