**Catherine L. Muncy**

2011 North 16th Street

Philadelphia, PA 19121

Phone: 703-638-9358 (C)

Email: catherinemuncy@gmail.com

**EDUCATION**

**Temple University-Fox School of Business**, Philadelphia, PA

Completed Freshman Year GPA: 3.46

**Oakton High School**

Graduate with Virginia State Seal for Voluntary Community Service, Oakton High School Learning Diploma Seal, Career and Technical Education Seal, Math National Honors Society, and National Honors Society.

2012 – Present

2008 - 2012

**WORK EXPERIENCE**

May 2013-August 2013

December 2012-January 2013

(College Winter Break)

Summer 2008, 2009

June 2012 - August 2012

May 2011 – August 2012

June 2010 – November 2010

Spring 2010, Spring 2011,

Winter 2008

**Law Office Receptionist**

Pinkowski and Associates, Attorneys and Counselors at Law

-Prepared and Typed Legal Documents, Created Advertising Letters, Filing Legal Documents, Retrieved Potential Client Addresses from the Court Computer System

**Office Assistant**

MG-IP Law, PLLC

-Processing, Organizing, Filing Legal Documents

**Day Care Provider**

Supervised Children age 6 and 11

**Kennel Attendant**

Hunter Mill Animal Hospital, Virginia

**Cashier**

Party City of Fairfax

**Volleyball Coach**

Chantilly Youth Association

 **SPECIAL SKILLS**

I am skilled in the use of computers and the Internet, including Microsoft Office, Microsoft PowerPoint, and Internet searches. I learn very quickly, possess superb verbal and written communication skills. I am experienced in cashiering, customer relations, and pet care. I possess strong leadership skills from coaching youth volleyball. Additionally, I am knowledgeable of American Sign Language.

*References available upon request.*