

# KATHLEEN BECK

215.637.4510  
kbeck1@ccp.edu

## PROFILE OF QUALIFICATIONS

- Long-term, comprehensive experience in staff leadership, office management, customer service, sales, problem resolution, data entry and program supervision.
- Proficient in Microsoft Office Suite software applications.
- Self-driven team player with strengths in communication and developing interpersonal relationships.
- Strategically coordinate and collaborate with various professionals to maximize performance in facilitating goals and attaining operational excellence.
- Winner of numerous awards for superior performance of duties.

## EDUCATION

- Temple University, Philadelphia, PA – Business Administration Major – Expected Graduation, December 2016.
- Community College of Philadelphia, Philadelphia, PA - Associate of Arts degree in Business Administration - Graduated Summa Cum Laude, December 2013.  
Cofounder of *The Business & Entrepreneurship Club*.  
Winner of *Student Leader of the Year Award*, 2012 - 2013.  
Member of *Phi Theta Kappa* and *Alpha Beta Gamma* honor societies.

## WORK EXPERIENCE

- Commissioned Sales Associate**, Macy's, Willow Grove, PA 2013 – Present
- Provide exceptional customer service while meeting and exceeding hourly selling and loyalty program goals.
  - Operate POS system, maintain department area, and perform in a team environment.
- Tutor**, Community College of Philadelphia, PA 2011 - 2013
- Knowledgeably assist students in improving academic performance in such disciplines as writing, grammar, accounting, and economics.
  - Winner of *Florence Fishman Humanitarian Award for Outstanding Services by a Tutor* in May 2012
- Chartered Organization Representative**, BSA (Christ the King Church), Philadelphia, PA 2000 - 2009
- Responsible for administrative operations of all Boy Scout units chartered with this church and promoted scouting program in newspapers, news stations, flyers and church bulletins, successfully quadrupling membership.
  - Efficiently acquired new volunteer leaders & committee members, produced documentation using MS Office Suite to improve business efficiencies and boosted effective communications between Boy Scouts of America and church personnel.
  - Attended regular training sessions to boost personal knowledge, in order to institute Boy Scouts of America policies. Continually revised various business practices & methodologies.
  - Informatively presented to Troop Committee and Chartered Organization and distributed tasks to various individuals.
  - Winner of the *Silent Strength Award* in 2003.
- Seasonal Electronic Editor**, Advertising Specialty Institute, Treose, PA 2006 - 2007
- Efficiently translated client catalogs into digital formats, complete with searchable databases and drafted product descriptions as necessary.

# KATHLEEN BECK

## Page Two

**Primary Caregiver**, Vincent Kuchinsky, Philadelphia, PA

1990 - 2003

- Conscientiously assisted patient with various types of live-in care such as cooking, cleaning, hygiene and transportation.
- Responsible for arranging all medical sessions in addition to managing insurance documentation and supervising personal finances.
- Modified home environment according to advice from medical professionals and contracted with construction companies to execute changes.
- Recruited and supervised home-care medical personnel as necessary.

## P R I O R   E X P E R I E N C E

**Dental Assistant** and **Office Manager** employed by Edward M. Segal, DDS overseeing dental practice of six individuals, preparing treatment rooms for procedures, stocking supplies, assisting dentist during sessions, imaging x-rays, scheduling appointments, maintaining patient dates, gathering client history & payments, billing insurance companies, conducting follow-up calls after procedures and filling in for absent staff members as necessary, 1980-1989.