**Katherine L. Lobdell** katherine.lobdell@temple.edu

*1706 Cecil B. Moore Avenue | Philadelphia | PA | 19121 | tel: 732.850.3050*

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

***Bachelor of Business Administration, Graduation: Spring 2022***

***Major: Management Information Systems***

GPA: 3.2

ACTIVITIES:

Member, American Marketing Association, September 2020 – Present

Member, Association for Information Systems, January 2020 – Present

EXPERIENCE: NELSON & WARD CO., Springfield, NJ. May 2020 – August 2020

# Assistant Office Manager

* Assisted the Vice President and the Director of Operations by creating Excel spreadsheet projects and organizing account data
* Calculated Percentage of Total Premium: computed overall percentage of each policy type of grand total of all policy premium
* Solved Percentage of Debt Premium: computed overall percentage of each policy type premium of its dept total

NELSON & WARD CO., Springfield, NJ May 2019 – August 2019

# Marketing Assistant

* Led varied marketing tasks (e.g., data entry, filing, records management and billing) for insurance packages
* Obtained names and telephone numbers of potential clients working in hospitality
* Explained insurance packages available in an attempt to solicit services
* Organized a spreadsheet and recorded contact information of clients and results
* Achieved sales targets on a month-by-month basis

TOPGOLF, Edison, NJ April 2018 – August 2018

# Guest Services Associate

* Greeted and guided guests to designated areas
* Explained instructions and rules to promise a phenomenal experience
* Processed payments to sign up guests for membership cards by using cash, credit, or gift cards
* Kept a “one team” attitude when contributing to facility operations

SKILLS & LANGUAGES:

* Microsoft Office (Word, PowerPoint, Excel)
* Front-End Web Development (JavaScript, HTML, CSS)
* MySQL/NoSQL