

KATHERINE S. GILLANDERS

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Education

The University of Georgia

Aug. 2014 – May 2018

A.B. International Affairs, Minor in Public Policy and Management

Hope Scholarship Recipient, Dean's List, Certificate in Global Studies, Hesperia Society

Skills & Training

- Customer Service
 - Teambuilding & Supervision
 - Organization & Planning
 - Report & Document Preparation
 - Spreadsheet & Database Creation
 - Research Skills
 - Event Planning
 - Transportation Procedures
 - Communication Skills
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Professional Experience

The University of Georgia, Office of the Registrar, Athens GA

Nov. 2018 – Present

Administrative Associate

- Assist students with a wide array of issues and concerns regarding their academics while applying university policies.
- Answer an extensive range of questions generated from students, faculty, staff, parents, and alumni.
- Conduct a variety of Banner and Noli Processing, including transcript requests and degree verifications.
- Liaise with other offices, such as the Office of International Education, Equal Opportunity Office, Student Conduct, etc.

The SYGMA Network, Newnan GA

June 2017 – Aug. 2017

Transportation Logistics Clerk

- Tracked and maintained daily records of 85 drivers and their respective products and routes to provide to department.
- Prepared all materials necessary for drivers to depart and return, including route and product adjustments.
- Advised and coordinated solutions for emergency situations with drivers en route to their destinations.
- Contacted over 100 customer locations regularly to notify of any changes in the estimated time of arrival of their product.

The Arch Society, Athens GA

Mar. 2017 – May 2018

Official Representative

- Selected by school administrators as one of 36 official ambassadors to represent the 36,000 students at The University of Georgia.
- Received instruction directly from the Office of the President and served the University at all sanctioned events.
- Provided specialized tours for specific visiting groups, including donors, legislators, and diplomats.
- Represented the University at the groundbreaking, ceremonies, and meetings at the state capitol.

Clarke County Mentor Program, Athens GA

Aug. 2017 – May 2018

Public Relations Intern

- Created and coordinated community mentor events in order to attract new members and increase volunteer retention.
- Developed all social media accounts belonging to the organization while designing strategized media campaigns.
- Assisted AmeriCorps VISTA in managing grant funds from the Parents and Families Association.
- Supervised monthly individual contact with over 500 mentors and managed database with all volunteer information.