

Katelyn Katalinas
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EDUCATION

State University of New York at Geneseo Anticipated 2021
BS, Business Administration/ Minor in Environmental Studies
AACSB Accredited

RELEVANT COURSE WORK

- Financial and Managerial Accounting
- Business Law
- Environmental Ethics
- Information Technology for Business

EXPERIENCE

Instacart – Geneseo, New York Fall 2019- Present
Personal Grocery Shopper

- Communicating with customers to provide a quality food delivering service
- Completing an order to satisfaction in a timely manner
- Recommending a replacement item to a customer when the desired item is out of stock

Pasquale's Italian Restaurant – East Aurora, New York Fall 2015- Summer 2019
Line Cook and Supervisor

- Managed food orders and practiced food safety
- Performed in a fast pace work environment
- Worked as a team with other coworkers to complete orders

EXTRACURRICULAR ACTIVITIES

Gamma Chi Chapter of Sigma Delta Tau – Geneseo, New York Spring 2019- Present
Assistant to the Treasurer

- Coordinating with the Treasurer to allocate money
- Creating Excel spreadsheets to organize and monitor sorority's budget
- Maintaining financial accounts worth \$6,000 for the organization

Gamma Chi Chapter of Sigma Delta Tau – Geneseo, New York Present
Philanthropy Committee

- Planning Dodge-A-Ball for A.L.L. tournament, pies for prevention to support Prevent Child Abuse America, and selling OPI nail polish to support Jewish Women International along with the Philanthropy chair
- Helping the Philanthropy chair set-up and clean-up events

Gamma Chi Chapter of Sigma Delta Tau – Geneseo, New York Spring 2019
Sustainability Committee Member

- Assisted the sustainability chairperson with collection of recycling

Gamma Chi Chapter of Sigma Delta Tau – Geneseo, New York Fall 2018
Sustainability Chairperson

- Taught a seminar to the members of Sigma Delta Tau that relates to sustainability and the environment
- Managed the collection and recycling efforts for the organization