

Katie M. Wallace
2606 NW 34th Street
Gainesville, Florida 32605
Telephone: 904-703-4684
E-mail: Katie83@ufl.edu

EDUCATION:

Bachelor of Science, Anticipated April 2006
Department of Health Education and Behavior
University of Florida, Gainesville, FL 32611
Specialization: Health Promotion and Wellness

Associate of Science, 2004
University of Florida, Gainesville, FL 32611

Certifications:

Adult Cardiopulmonary Resuscitation (CPR), American Heart Association
Adult Automated External Defibrillator (AED), American Heart Association
Child Cardiopulmonary Resuscitation (CPR), American Heart Association
Child Automated External Defibrillator (AED), American Heart Association
Infant Cardiopulmonary Resuscitation (CPR), American Heart Association

Technical Skills: MS Word, MS Excel, MS PowerPoint, MS Publisher, Internet

Language: English

WORK EXPERIENCE:

Computer Camp Assistant (July 2004 – August 2004)
North Florida School
223 Mill Creek Road
Jacksonville, Florida 32211

Responsibilities include: Assisting the instructor and special needs teenagers with using computers. Helped with typing skills, internet, and instant messenger.

Banana Republic Sales Associate (May 2003 – Present)
Banana Republic
10300 Southside Blvd.
Jacksonville, Florida 32256

Responsibilities include: Assisting customers with merchandise on the floor, in the fitting rooms, and at other locations. Folding, hanging, and organizing merchandise. Opening

Banana Republic credit cards and using the computer to check customers out and locate products.

Westside Baptist Church Childcare Ministry Worker (January 2003 – Present)

Westside Baptist Church
1000 West Newberry Road
Gainesville, Florida 32606

Responsibilities include: Taking care of children with ages ranging from newborn to elementary school. Preparing lessons and snacks, passing out and collecting identity tags, and encouraging a fun and loving environment.

Hostess/Salad Prep (June 2001 – February 2002)

Lava Grille Restaurant
12760 San Jose Blvd.
Jacksonville, Florida 32223

Responsibilities include: As a hostess, greeting and seating customers and rotating between the servers. Setting the tables, taking reservations, and to-go orders. As salad prep, making the salads and keeping the ingredients stocked. Making the desserts and some appetizers and preparing the plates before they were delivered to their tables.

HONORS AND AWARDS:

Recipient: Florida Bright Futures Scholarship since 2002

REFERENCES:

References furnished upon request