

KATHERINE M MARLETTE

774-545-0532
marlette.3@osu.edu

Permanent Address:
2 Jodi Lane
Grafton, MA, 01519

Current Address:
55 W Lane Avenue
Taylor Tower 1155
Columbus, OH, 43210

EXPERIENCE

Sales Associate, The Paper Store; Northborough, MA — 2014-Present

Duties include all aspects of customer service, inventory, restocking shelves, creating retail displays and manning the register.

Staff, Jump Nation LLC; Shrewsbury, MA — 2013-2014

Duties included supervision of parties to ensure safety, assisting families with overall management of the party, managing the event space before, during and after events. At the front desk, I was in charge of booking parties, handling incoming calls, and preparing bills for party hosts.

EDUCATION

Grafton Memorial Senior High School; Grafton, MA — Graduated 2015 GPA: 3.84

The Ohio State University; Columbus, OH — Bachelor of Science in Biology with an Italian minor
GPA: 3.70 Projected Graduation: 2019

SKILLS

Organized, responsible, hard working, detail oriented.

VOLUNTEER OPPORTUNITIES

Grafton Memorial Senior High School and Grafton Middle School Tutoring Program

Location: Grafton Senior High School and Grafton Middle School, Grafton, MA

Dates: 2013-2015, about three hours a week.

Description of Experience: As a tutor, I worked with students to help them with their homework and prepare for examinations. I also helped clarify material taught in class.

Canines on the Common

Location: Grafton Common, Grafton, MA

Date: November-May 2014, event on May 24th, 2014

Description of Experience: I worked with a local shelterless animal rescue to organize a fundraising and adoption event. I coordinated with the town government for permits, worked with business owners for donations and organized volunteers to help run the event.

STEM Exploration and Engagement Service

Location: Columbus Performance Academy, Columbus, OH

Date: October 2015-present

Description of Service: As part of the STEM Exploration and Engagement Scholars service project, I work with students from 3rd grade - 8th grade at the Columbus Performance Academy. I help the students with their classwork and clarify what is being taught during class. As a group, we connect with the students and provide guidance as they think about future careers opportunities.

REFERENCES

Available upon request.