

Kate Lautmann

Mountain View, CA | kl.kate.lau@gmail.com | (510) 778-2802

EDUCATION:

- **San Jose State University - Attending
Business Mgmt Info Systems**
Expected Graduation: Spring 2027
- **American High School - Graduate**
August 2018 - June 2022

VOLUNTEER WORK EXPERIENCE

- **Saint Vincent DePaul Thrift Store**
December 2024 - January 2025
 - Greeted customers in store, organized store merchandise, answered customer questions
- **Teacher's Assistant – American High School**
August 2021-June 2022
 - Graded papers, filed documents, organized instructor materials. Answered student questions
- **Fremont Senior Center**
June 2019 - July 2019
 - Signed in senior visitors, greeted senior members, provided clerical support and duties as assigned
- **Union City Library**
June 2018 - August 2018
 - Assisted my local community by providing computer and front desk information
- **Link Crew Leader – American High School**
August 2021
 - Worked on a team to welcome freshmen students to the high school community

SKILLS

- Organized
- Teamwork Skills
- Written Communication