

## Kate Lautmann

Mountain View, CA | [kl.kate.lau@gmail.com](mailto: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