

# KATIE RAST

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## EDUCATION

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### **Bachelor of Science in Commerce and Business Administration**, May 2024

The University of Alabama, Tuscaloosa, AL

Commerce and Business Administration

Major: Management

Specialization: Entrepreneurship

Minor: Real Estate

Honors College

President's List

## CERTIFICATIONS

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Certified Group Fitness Instructor - AFAA/NCCA

CPR/AED Certified

## HONORS & ACTIVITIES

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Member of Delta Zeta sorority

Recipient of UA Scholar scholarship

## WORK EXPERIENCE

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### **Front Office Admin. Support**, May 2021 - July 2021

*Range Pumps Inc.*, Memphis, Tennessee

- Provided customer service by answering phone calls when supervisor was gone
- Created and filed invoices daily, along with other general accounting activity
- Analyzed new prices for 1500 products for a price increase

### **Molecular Remote Data Entry**, December 2020 - January 2021

*Compass Laboratory Services*, Memphis, Tennessee

- Entered data of all required fields from specimen requisitions
- Practiced customer confidentiality
- Complied with all instructions given by supervisor

### **Child Caregiver**

- Supervised children ages ranging from 1-5-years-old for various families
- Collaborated with co-worker to create fun and safe activities

## LEADERSHIP EXPERIENCE

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### **Alpha Advisor**, August 2021 - November 2021

*Delta Zeta, The University of Alabama*, Tuscaloosa, AL

- Monitored academic progress and gave academic advice for new members
- Aided group of 6 new members with tutoring services when needed

### **Diamond Leader**, January 2021 - October 2021

*Delta Zeta, The University of Alabama*, Tuscaloosa, AL

- Mentored a group of 6 new members from bid day until initiation
- Introduced members to rules and responsibilities of being a new member
- Learned to guide others and communicate, as well as time management from attending biweekly meetings

## VOLUNTEER SERVICE

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Paws of UA

St. Jude 10k