

Katie R. Borski

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- OBJECTIVE** To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.
- EDUCATION** **Texas A&M University**, College Station, Texas
Bachelor of Arts in English May 2010
Financed 100% of college education through grants, loans, and employment
- EXPERIENCE** **Bryan Independent School District**, Bryan, Texas February 2010-Present
Substitute Teacher
- Manage the classroom through conscious discipline
 - Follow teacher's lesson plans for the day
- SuperSlow Zone**, College Station, Texas May 2008-Present
Substitute Personal Trainer
- Train clients when personal trainers are absent
- Receptionist* December 2006-May 2008
- Created client charts for use in weekly, personal training appointments
 - Processed invoices totaling \$5,000 per month
- MarWay Business Services**, Bryan, Texas August 2009-January 2010
Insurance Billing Specialist
- Entered new patient information for 40+ doctors' offices using Allscripts
 - Contacted various insurance companies regarding status of medical claims
- Courier* December 2008-August 2009
- Delivered medical files to 30 doctors' offices
- The Children's Museum of the Brazos Valley**, Bryan, Texas December 2007-December 2008
Assistant Director of Education
- Planned and implemented daily programs for museum guests
 - Organized and implemented special events including ten summer camps and monthly workshops
 - Coordinated six special guest appearances each month for museum programs
 - Created and mailed bi-monthly newsletter to 750+ museum members
- Educational Programs Assistant* November 2006-December 2007
- Managed over 500 membership accounts using Microsoft Excel
 - Assisted in planning and decorating for four annual special events
 - Performed daily museum tasks including clerical duties and opening and closing procedures
- St. Joseph Eagle's Nest Nursery**, Bryan, Texas June 2005-October 2006
Pre-Toddler and 2-Year Old Teacher's Aide
- Met developmental needs of 10-15 children through reading, interacting, teaching, and playing
 - Interacted with children's parents at the end of the day regarding child's daily activities and progress
- ACTIVITIES** **Aggie Awakening Christian Ministries Team** July 2008-October 2008
- Coordinated retreat sign-ups for 250+ applicants
 - Performed data entry for 250 retreaters and staffers using Microsoft Access
- St. Thomas Aquinas Religious Education Teacher** August 2008-May 2009
- Planned and implemented weekly lessons for eight middle school girls
- VOLUNTEERISM** **Big Brothers Big Sisters of the Brazos Valley** January 2008-Present
- Mentor a 6th grade girl each week as part of the community-based, Amachi program