

Kathryn Uthman
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EDUCATION

University of Georgia, Terry College of Business, Athens, GA
Bachelors of Business Administration (BBA) in Risk Management and Insurance August 2018 – May 2022
3.72 GPA

- With a co-major in International Business
- With a Minor in Spanish

Women in Business Society January 2019 – Present
Sequoia High School, Redwood City, CA August 2014 – June 2018
IB Certificate Recipient
Student Body President

WORK EXPERIENCE

Town of Woodside, Woodside, CA May 2019 – July 2019
Intern

Worked on several accounting projects for the Town and helped develop risk management policy in the form of an Injury and Illness Prevention Program (IIPP) which was adopted by the Town Council in July 2019.

Town Restaurant, San Carlos, CA November 2017 – May 2018
Hostess

Anchor for a high-volume, high-end restaurant. Job duties included delegating tasks to co-workers, managing reservation system, and making sure customers received high quality service throughout their dining experience.

Kate O’Hanlan, M.D., Portola Valley, CA December 2015 – July 2018
Intern

Co-authored and published two medical research papers with Dr. O’Hanlan and her team.
Handled data management and filing of patient charts for front office.

VOLUNTEER EXPERIENCE

Athens Area Humane Society, Athens, GA January 2019 – Present
Volunteer

Work with mature cats and kittens. Help to socialize them and expend their extra energy with playtime. Also assist with cleaning the play areas.

Kainos Home & Training Center, Redwood City, CA June 2012 – Present
Client Mentor

Mentor to adults with developmental disabilities to encourage them to meet their goals. Lead various activities in residential homes to allow adults to experience a variety of tasks from cooking for guests to arts and crafts.

SKILLS

Microsoft Office Suite
Adobe Acrobat Pro
Data Analysis
Springbrook Accounting Software
MOM 2005 Accounting Software
Spanish – Limited working proficiency

RELEVANT COURSE WORK

Macroeconomics
Accounting 1
Risk Management
Management Information Systems

References available upon request.