

Karen Queller

Education

UCSD
Psychology B.A

818-442-7340

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Languages- English, Italian, Hebrew, some Spanish

Professional Experience

Research & Outreach- August 2012- Present

Skilljet, Palo Alto, Ca

- Website development, business development, research, eco tourism planning, social media

Sales Associate-May 2011-August 2012

Sunshine Market, San Diego, Ca

- New employee training, Cash register duties, Coffee preparation and maintenance, Stock merchandise, General cleaning

After School Ceramics Teacher-September 2010-March 2011

Creative Fire Studio, San Fernando Valley, Ca

- Taught ceramics to elementary school children, Guided and supervised students with projects, Encouraged creative problem solving, Set up and cleaned project area

Journalism Agency Intern- August 2010- January 2011

Coleman-Rayner, Santa Monica, Ca

- Input Data, Organized material, Emailed clients, Organized articles and photos for presentations

Art Department Intern- June 2010-January 2011

Warner Brothers, Burbank, Ca

- Helped create background scenery and props, Assisted presentation development, Researched artistic themes, Aided location scouts, Clerical work

Conversational English Instructor -May 2010-July 2010

Shenker Institute, Rome, Italy

- Organized lesson plans, Created interactive games, Supervised group work, Encouraged student participation

Hostel Receptionist – December 2009- February 2010

Sandy Hostel, Rome, Italy

- Checked guests in, Organized reservations, Provided guests with sightseeing, entertainment, and transportation information, Prepared rooms, General cleaning, Answered phones

Retail - January 2008 – July 2008

Cost Plus World Market, Woodland Hills, Ca

- Worked register, Helped customers, organized furniture catalogs, Cleaned store

Server - January 2007 – June 2007

Giuseppe's Ristorante, West Hills, Ca

- Served Guests, Welcomed Guests, Arranged and dismantled salad bar, Prepared salads and desserts, Took to go orders, Worked the register, completed nightly duties, Cleaned

Host – September 2005 – June 2006

Bjs Restaurant and Brewery, Woodland Hills, CA

- Welcomed guests, Seated Guests, Took reservations, Answered phones, Cleaned , Assisted other employees with tasks