

Katerina Harris

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EDUCATION

Seton High School

Cincinnati, OH
2006-2010

Cincinnati State

Completed 24 credits

Cincinnati, OH

EXPERIENCE

Company USAA

September 1, 2019 – present

Answering calls. verifying premiums & dwelling. Changing lienholders. Working from home & multitasking. Generating invoices, receipts, replacement cost letters, certificates of insurance. Working with auto loans & mortgage loans

Armor USA

2017-2019

Packer

Hebron, KY

Forklift driver, RF scanner, Assembly line worker, Packing, Lifting up to 50 lbs. Quality control, Inventory specialist.

Official Job Title

May 2015 – 2017

Bethesda Family Practice

Cincinnati, OH

- Trained new employees
- Scheduled patient appointments
- Prioritized responsibilities and projects
- Assembled New Patient Packets
- Distributed “No Show” letters for noncompliant patients
- Maintained patient insurance information

Cashier/Shift Leader

Oct 2013 – Dec 2014

Aldi

Colerain, OH

- Cleaned and organized pallets
- Managed stock and inventory
- Deposited installments to PNC Bank

Sorter

Oct 2012 – Oct 2013

Amazon

Hebron, KY

- Maintained efficiency via scanning packages and wrapping

and loading pallets

- Operated heavy machinery including a pallet jack
- Exhibited physical stamina and strength in lifting > 50 lbs and remaining on foot for multiple consecutive hours

LEADERSHIP & ACTIVITIES

- President of Future Business Leaders of America, 2006-2010
- Active member of Diabetes Management group to improve patients' A1C Levels