

SHIRLEY KATEBE

HUMAN RESOURCES

As a soon-to-be college graduate, I am ready for the opportunity to grow in the Human Resources field. I look forward to being able to do this with your company.

PERSONALITY HIGHLIGHTS

- Leader Instinct
- Personable
- Always up for a challenge
- Collaborative and efficient
- Self-Starter
- Multitasking Abilities
- Quick Learner

CONTACT DETAILS

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(469) 235-8451

BASIC INFORMATION

I am currently a student at the University of North Texas. I will graduate with a degree in Integrative Studies, with a focus in Business, Communication, and Hospitality Management, this December. I have about ten years of customer service experience. I intend on utilizing the skills that I have acquired over the years and applying them to my new career in the Human Resources field. I understand people, which is what sets me apart from your average human resource agent.

EDUCATION

University of North Texas - Denton, TX Class of 2017
Bachelors of Science in Integrative Studies
(Business, Communication, Hospitality Management)
Dean's Lister

PROFESSIONAL EXPERIENCE

Patient Relations Coordinator, DentalOne Partners
Mckinney, TX 2017
Worked with administration, staff, and patients to reach office goals and keep the lines of communication open

Bank Teller I, Bank of Texas
Allen, TX 2016-2017
Provided account services to clients

Administrative Assistant, FASTSIGNS
Carrollton, TX 2015-2016
Built customer orders and maintained vendor information

Proof Operator, Legacy Texas Bank
Richardson, TX 2009-2013
Processed bank transactions to ensure that customer accounts are credited and debited correctly