

# Catherine Mesick

## Contact

Las Vegas , NV.  
781-608-4080  
c.mezz33@protonmail.com

## Skills

Microsoft Office Suite – Proficient in Word, Excel, Outlook, and PowerPoint for documentation and communication.

Email & Chat Support – Experienced in handling customer inquiries through various digital channels with professional tone and speed.

Typing Speed & Accuracy – Strong keyboarding skills with minimal errors. Approximately 70 WPM.

Professional Phone Etiquette and Customer Service – Skilled in managing high call volumes, active listening, and clear, courteous communication.

Conflict Resolution – Capable of de-escalating tense situations and providing effective solutions under pressure.

Multitasking in Fast-Paced Environments – Adept at juggling multiple tasks while maintaining quality and efficiency.

## Summary

Motivated and detail-oriented individual with strong communication, organizational, and computer skills, eager to begin a career. Known for a professional phone manner, quick learning ability, and efficiency. Proficient in handling administrative tasks such as scheduling, data entry, and maintaining confidentiality.

## Work Experience

5/2023 - 7/2024

### Project Management Assistant

#### Fernhill

Assisted in planning and executing project timelines by creating detailed schedules and tracking key deadlines.

Coordinated with vendors and contractors to ensure timely delivery of services, materials, and repairs.

Conducted basic site maintenance, repair coordination, and worked with a team to support ongoing project needs.

Managed merchandise sales, including inventory tracking, and customer interactions.

Organized and maintained project documentation, contracts, and administrative paperwork for easy access and compliance.

Supported the project manager with daily operations, ensuring smooth communication between teams.

6/2021 - 6/2024

### Site Management Summer Assistant - Event/Camp Operations

#### Baitcon, Massachusetts

Welcomed and checked in guests, ensuring smooth registration and an organized arrival experience.

Assisted with camp set-up, including preparing guest areas, signage, and essential supplies.

Handled cash and electronic payments accurately for registration fees, concessions, and supplies.

Provided responsive and friendly customer service, addressing guest inquiries and resolving issues promptly.

Maintained cleanliness and safety of the site through regular clean-up and monitoring of common areas.

Collaborated with staff to coordinate logistics and ensure a positive experience for all participants.

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## **Education**

4/2025 - 5/2025

HSE (highschool equivalency)

HiSET

Passed With High Honors

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## **Community Involvement**

Time to Succeed Coalition (Education Non-Profit)

11/2017 - 10/2018

English Tutoring and Proofreading for ESOL Individuals

10/2021 - CURRENT

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## **References**

Additional References Available Upon Request

Rachel Sumner

(561) 310-4844

raelyn.rls@gmail.com

Family Associate

