

# Katerina Alvarez

CEO Agent of *Cottage Services*

[cs.katerina.cottage@gmail.com](mailto:cs.katerina.cottage@gmail.com)

Stationed -> Georgia, United States

Time Zone -> Eastern Daylight Time (GMT-4)

Business Hours -> 10:00a - 6:45p

## EXPERIENCE

### **American Greetings — *Merchandiser***

OCTOBER 2024 - PRESENT

SKILLED UTILIZED DURING POSITION: Time Management | Inventory Management | ADP Payroll | Organizational Skills | Customer Service | full

### **Georgia Public Schools — *Substitute Teacher***

FEBRUARY 2024 - PRESENT

SKILLED UTILIZED DURING POSITION: Teaching | Library Specialist | File Management | Multi-Tasking | Academic Accounting | Calendar Management | Password Management

### **Legacy 4 Management — *Administrative Assistant***

SEPTEMBER 2023 - DECEMBER 2023

SKILLED UTILIZED DURING POSITION: Inventory Management | File Management | Customer Service | Email Management | Administrative Assistant | Coding | etc.

### **1st Creative Learning Academy — *Administrative Assistant / Assistant Pre-K Teacher***

MAY 2023 - SEPTEMBER 2023

SKILLED UTILIZED DURING POSITION: Classroom Records Management | Customer Service | Food Prep. | Administrative Assistant | Email Management | etc.

### **Discovery Cove — *Photographer / Guest Services***

OCTOBER 2022 - MAY 2023

SKILLED UTILIZED DURING POSITION: Photography | Customer Service | Sales Rep. | Administrative Assistant | Customer Service | etc.

**And So....**

## EDUCATION

### **Full Sail University — *Audio & Visual Technologies***

CLASS OF 2022

### **Georgia — *High School Diploma***

CLASS OF 2020

## Specific Bundle Expertise

- > The Tedious Things
- > Subscription Based
- > Intermediate
- > Ultimate
- > EduHQ
- > EduHive
- > Parent's "Right Hand Man"
- > Business "Right Hand Man"
- > Adventure's Compass

## Skills

- > Accounting -> +3 Years
- > Bookkeeping -> +4 years
- > Calendar Management -> +10 Years
- > Creation -> +12 Years
- > Customer Service -> +5 Years
- > File Management -> +12 Years
- > Financial Manager/Advisor -> +4 Years
- > Password Management -> +7 Years
- > Photography -> +7 Years
- > Teaching -> +2 Years
- > Storywriting -> +12 Years

## Languages Spoken

- > English - Fluent
- > Spanish - Classroom Study | Spanglish

---

## Proud Projects

-> **Semi-Published Novel (2016) — A Forbidden Love**  
A story about a female junior in high school, who is being severely bullied by a male classmate, discovers that the only person in the world she could trust, who happens to be in her online video game, is the **exact** person hurting her every day during school! She now has to decide, does she tell him, in hopes that he will change and be the friend she knows and loves. Or keep it a secret, and hope to graduate, never interacting with him again.

-> **Theatrical Script (2018) — Frienemies To Survive**  
Spys are being killed off left and right during missions and sometimes, even in their own homes, requiring a new "Buddy System" for those who don't remain in the office. But what happens when you pair two people who fight every time they are in the same room together, and force them to keep each other alive?

-> **A Company (2024) — Cottage Services**  
Wish you had a little bit of help to *make life just a little bit easier*? We got you covered. From Calendar Management, to keeping your fridge stocked, to even warning you about upcoming storms before you head out to work, we make sure your life gets a little bit simpler.

