

# Katie Hoehn

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## SKILLS

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- Ability to quickly understand program policies and procedures for client services
- Capable of providing strong supervision to clients and residents
- Skilled at maintaining composure under high-pressured circumstances
- Facilitate additional activities to provide successful guidance and recovery
- Uphold company policies by keeping all working environments safe and hazard-free
- Proficiency with inventory needs as it relates to facility cleaning supplies and hygiene products
- Consistent documentation of case noting, infraction and incident reports
- A strong individual contributor to the overall success of a team

## EXPERIENCE

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**New Horizons Care Center** Spokane, WA January 2018 – June 2018  
Intern

- Facilitate and shadow group counseling sessions and intake procedures
- Observe individual case management sessions with the counselor
- Uphold the ethical boundaries with clients and adhere to the policies of the center

**Christ Kitchen** Spokane, WA September 2014 – January 2018  
Supervising Assistant

- Oversee the productivity of over 30 employees and volunteers
- Manage and project the daily operations and workflow
- Directly responsible for the store's monthly inventory

**The Onion Bar & Grill** Spokane, WA August 2017 – November 2017  
Pantry Cook

- Prepare and cook all food orders in a timely manner
- Maintain the quality standards as set forth by the company
- Keep all work areas clean and safe in accordance to health codes and standards

**Follette, Gonzaga Bookstore** Spokane, WA August 2015 – September 2015  
Sales Representative

- Prepare online orders for in-store pick-up to meet performance standards
- Assist and direct in-store customers to locate specific items
- Complete the transaction through various forms of payment

## EDUCATION

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**Spokane Falls Community College** Spokane, WA March 2016 – June 2018

- Associates of Applied Science Degree – Addictions Studies
- President's Honor Roll

**Spokane Community College** Spokane, WA September 2004 - March 2006

- Associate of Arts Direct Transfer Agreement
- Dean's List