|  |  |
| --- | --- |
| **EXPERTISE**   * Scheduling * Calendar Managing * Communications * Organization * Program Evaluation * Data Entry  CONTACT 206-583-0655 [kkatzer@triangleassociates.com](mailto:kkatzer@triangleassociates.com) /triangleassociates/  [www.triangleassociates.com](http://www.triangleassociates.com/)  811 1st Avenue, Suite 255  Seattle, WA 98104 | **Kelli Katzer**  **Administrative Assistant** PROFILE **Kelli Katzer** recently joined Triangle Associates supporting the Environmental Education Services team with youth program marketing and scheduling. She earned a B.A. in Environmental Studies focusing on environmental education and communication from the University of Washington. There, she developed her passion for providing educational programing that connects youth with the natural world.  **EDUCATION**  University of Washington 2016  *B.A. Environmental Studies*  *Environmental Leadership Scholarship* EXPERIENCE ***City of Bellevue School Recycling Assembly & Workshop Program, 2017***   * Schedules all elementary school workshops. * Sends out and tracks teacher evaluation materials.   ***Bellevue Pet Waste Program, 2017***   * Markets and schedules elementary and secondary classroom workshops.   ***Kokanee Outreach Program, 2017***   * Markets and schedules all elementary school workshops.   ***Republic Services Waste Reduction and Recycling School Program, 2017***   * Markets and schedules all elementary and secondary school workshops. * Communicates with teachers, parents, presenters and other school personnel to schedule and evaluate programs. * Coordinates with technical assistance representatives to distribute waste reduction and recycling supplies to various schools.   ***Snohomish County PUD Hydro-Renewables School Program, 2017***   * Assists with scheduling and data entry for secondary school workshops.   ***Waste Management Waste Reduction & Recycling School Program, 2017***   * Markets and schedules all elementary, secondary, and bilingual school workshops. * Communicates with teachers, parents, presenters, and other school personnel to schedule and evaluate programs. |