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| **EXPERTISE*** Scheduling
* Calendar Managing
* Communications
* Organization
* Program Evaluation
* Data Entry

CONTACT 206-583-0655 kkatzer@triangleassociates.com /triangleassociates/ [www.triangleassociates.com](http://www.triangleassociates.com/)811 1st Avenue, Suite 255Seattle, 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.
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