**Katherine E. Keegan**

**14 E. Greyhound Pass**

**Carmel, IN 46032**

**317-752-3503**

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**Education**

Ivy Tech Community College – Indianapolis, IN

Attended June 2014 – December 2016

Franklin College – Franklin, IN

Attended Aug 2006 – December 2008

Brebeuf Jesuit Preparatory High School – Indianapolis, IN

Graduated – May 2006

**Work History**

Carmel Elementary School

Carmel, IN

Instructional Assistant

Aug 2012 – December 2014

At CES, I was an Instructional Assistant in Kindergarten.

Abacus Early Learning Center

Westfield, IN

Teacher

Oct 2012 – May 2014

At Abacus, I was a teacher working in classrooms with children from 2-12.

Peter Rabbit Learning Center

Carmel, IN

Assistant Teacher

May 2011 – Aug 2012

At Peter Rabbit Learning Center – I am the assistant teacher in the two year old classroom. Additionally, I have spent extended time in all classrooms – with ages up to five.

Nanny

Carmel, IN

October 2010 – May 2011

As a nanny for the Wilson family, I was responsible for child care and also some housekeeping that pertained to the family. Specific duties included carpooling, meal preparation, some cleaning, providing a nurturing environment and preparing educational and fun activities, games and outings.

Sun Tan City

Carmel, IN

Tanning Consultant

July 2009 – July 2010

At Sun Tan City – I was a Tanning consultant selling tanning packages and lotions. My position at Sun Tan City dealt predominantly with customer service and sales.

Vera Bradley at Clay Terrace

Carmel, IN

Sales Associate

June 2006 – July 2009

At Vera Bradley – I was a Sales Associate selling handbags and custom accessories. My position involved extensive customer service as well as responsibilities for banking, inventory, shipments and opening and closing the store.

**Personal**

At Brebeuf Jesuit – I was president of PACT (Peers Against Cancer Together). I also did community service work at The Miracle Place on the near eastside of Indianapolis. At Franklin College – I was a member of Pi Beta Phi sorority where I served on the executive committee as VP of communications and participated in several builds for Habitat for Humanity.