

Katelynn Novelo

Clarksville, TN 42240

(270) 839-8976

kat.novelo@gmail.com

Education

Truman State University, Kirksville, MO

Aug 2019

Bachelor of Science in Business Administration- Finance

Minors in Economics, Environmental Studies

Relevant Experience

Environmental Sustainability Fee Committee / Secretary

2016- PRESENT, Kirksville, MO

- Piloted a \$10,000 campus-wide eco-friendly water initiative
- Collaborated with committee members to allocate a \$50,000 budget for sustainable initiatives
- Increased student awareness of environmental initiatives
- Worked closely with campus administration
- Conducted research on sustainable alternatives to current technology
- Composed an annual funding report

Truman State University / Student Advisor

2017- PRESENT, Kirksville, MO

- Fostered a living environment where students could enhance their communication, life skills, and wellness
- Developed student workshops with high attendance
- Hosted weekly dinners to increase student involvement
- Encouraged students to meet educational goals
- Identified at-risk students

Cihdong Junior High School/ Volunteer English Instructor

2017, Nongxiao, Yunlin County, Taiwan

- Developed lesson plans in grammar, phonetics, and advanced vocabulary
- Taught 6 lectures daily, with an average class size of 30 students
- Aided individual students with their conversational skills
- Worked closely with teachers and principal to engage students with American culture

Truman State University / Information Technology Secretary

2016- 2017, Kirksville, MO

- Offered technical support to students and faculty on campus
- Fielded questions in person and over the phone
- Kept campus computers and printers in good working condition
- Performed various clerical services, including scheduling

Cocurricular Activities

- Community of College Entrepreneurs
- Secular Student Fellowship- *Outreach Chair*
- Enactus: Entrepreneurs Taking Action for Us