

KATELYN D. HARTUPEE MALETT

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EDUCATION

Bachelor of Science in Biology

Anticipated: April 2020

Saginaw Valley State University, University Center, Michigan
Deans' List: Fall 2016, Winter 2017
GPA:

CERTIFICATIONS

Red Cross Certified

May 2016

American Heart Association Certified

June 2016

Midland Community Center, Midland, Michigan

Successfully completed courses in:

- Saving victims from the water using different techniques.
- Using a backboard for head, neck, or spinal cord injuries.
- Professional first aid.
- Using an Automated External Defibrillator (AED).

WORK EXPERIENCE

Physician Facilitator

March 2017—Present

MidMichigan Health, Midland, Michigan

While following the attending physician to patient's rooms I was in charge of:

- Taking comprehensive notes on every exchange between patient and physician.
- Listening to the physicians physical exam of the patient and interpreting medical terminology.
- Compromising notes into a final medical chart used for hospital records.

Assistant Aquatic Director

May 2017—Present, Seasonal

West Midland Family Center, Shepherd, Michigan

- Responsible for the safety of all patrons, including performing rescues or CPR if necessary.
- Supervises fluctuations in pool chemicals hourly, adding chemicals and balancing pool pH and ORP if necessary.
- Attended to pool deck maintenance daily, such as cleaning locker rooms, vacuuming the pool, spraying the deck, and watering garden plants.

Police Dispatch

August 2016—April 2017, Seasonal

University Police, SVSU, University Center, Michigan

- In control of keeping contact between the Saginaw Valley State University Police Officers and the dispatch office through radio use.
 - Must also keep contact between student service officers through radio use.
 - Handled all phone interactions for University Police and Parking Services.
 - Assists anybody that comes into the University Police and Parking Services office.
 - Oversees the selling of parking passes, and the payment of parking tickets.
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REFERENCES

Renee Allen, Aquatic Director

West Midland Family Center

4011 West Isabella Road

Shepherd, Michigan 48883

(989) 615-6380

allenr@wmfc.org

Cody Roy, Parking Supervisor

SVSU University Police & Parking Services

7400 Bay Road

University Center, Michigan 48710

(989) 964-4140

caroy@svsu.edu

Jay Gross, English/Debate Teacher

Shepherd High School

100 East Hall Street

Shepherd, Michigan 48883

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