

# Kate G. Burns

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## EDUCATION

### Clemson University

Clemson, SC

*Pursuing Bachelor of Science in Language and International Health, Concentration in Spanish*

*May 2025*

Classes in public health and epidemiology, health insurance policies, global health, and Spanish medical terminology

**Study Abroad:** Toledo, Spain (Fall 2023)

**Creative Inquiry Class:** Solving Food Disparity using WHO Sustainable Development Goals in the Democratic Republic of the Congo (Spring 2024)

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## EXPERIENCE

### Summer Moon Coffee

Clemson, SC

*Barista*

*February 2024 – Present*

- Provide outstanding customer service, making each customer feel valued and facilitating an environment that is welcoming
- Good memory to recall faces, names, and preferences of regular customers
- Ability to multitask and work under pressure while continuing to provide excellent service and quality drinks
- Superior verbal and written communication skills that are translated into efficient communication between supervisors, peers, and clients

### Pine Cove Springs

Toccoa, GA

*Leadership Intern: Girls Senior Counselor, Head Ropes*

*May 2022-August 2024*

- Managed a team of 5 counselors and oversaw the wellbeing of 400 girls between the ages of 9 and 16, successfully working under pressure while cultivating personal relationships with campers and staff
- Worked within leadership team to implement a program that promoted a fun, safe, and unique camp experience for 3000 campers over the summer
- Trained and supervised a team of 33 college students in a high-risk ropes activity class, monitoring safety and efficiency daily
- Mentored and encouraged 9 college-aged women throughout the summer

### Multiple Sclerosis Association of Toledo (ADEMTO)

Toledo, Spain

*Intern*

*September 2023-December 2023*

- Assisted in realizing the non-profit's goal of promotion, assistance, and assurance of quality life for people affected by multiple sclerosis
- Practiced building positive patient-provider relationships by cultivating connections with patients on a weekly basis
- Acquired greater proficiency in the Spanish language by implementing my studies in a real world setting

### Primary Care Associates

Anderson, SC

*Quality Associate*

*February 2023-August 2023*

- Handled patient electronic medical records from the largest patient database of any private practice in Anderson, South Carolina
- Compiled reports detailing patient medical bills, notified primary care providers of upcoming screenings available
- Maintained patient privacy abiding by HIPPA laws
- Navigated both Humana and Blue Cross Blue Shield Upstate insurance policies and practice portals

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## SKILLS

*Language:* Fluent in Spanish (oral and written)

Proficient in Mailchimp, SignUpGenius, Canva, Microsoft Word, Excel, Powerpoint, Google Suite

## ADDITIONAL ACHIEVEMENTS AND EXPERIENCE

**Camp Counselor at Pine Cove Springs, Toccoa, GA, May 2022-August 2022, May 2023-July 2023, May 2024-August 2024**