

# Mary (Katie) Duncan

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Cordova, TN 38016

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## Education

### Master of Arts in Translation

University Of Illinois at Urbana-Champaign

2017  
Urbana, IL

### Bachelor of Arts in English and German

University Of Memphis  
GPA – 3.2/4.0

2014  
Memphis, TN

## Coursework

American Language  
History of the English Language  
Introduction to Linguistics  
Language and Literature

Language and Society  
Modern English Grammar  
Conversation and Composition  
German for Commerce

## Skills

Windows and Macintosh operating systems  
Proficient in all aspects of Microsoft Office  
Average typing speed: 94 wpm / 23500 kph  
Fluent in German (read/write/speak)

Yelp Elite Squad member  
Yelp “Coolest Reviews” nominee  
Own and maintain three domains  
Well-versed with multiple social media sites

## Employment History

### LAB ASSISTANT

University of Memphis—Language Media Center

2014-present  
Memphis, TN

- Administered tests for language placement.
- Ensured all electronics in lab were running properly.
- Provided troubleshooting for various issues for computers

### VIP SERVICES SUPERVISOR

Harrah's Entertainment

2006-2008  
Memphis, TN

- Compiled reports for flights and events for valuable players
- Monitored and maintained reports on organized spreadsheets to prevent double booking
- Handled escalated calls and dealt with upset guests in the VIP department.

### PRICE MANAGEMENT COORDINATOR

Hardin's Sysco

2004-2005  
Memphis, TN

- Entered incoming contracts into the computer.
- Double checked other employees' contracts for accuracy
- Dispatched contracts to customers for verification on a weekly, monthly, and quarterly basis.

## Academic Affiliations

German Club Member, 2011-14