
KATHLEEN BUSCH

314-229-3491

k.busch6366@gmail.com

07/22/1966

married

4 children

(1988,1990,1993,1998)

Katy,TX

Houston, TX

Profile

Being born and raised in Germany, I am fluent in the German language both written and spoken. I am an enthusiastic, hard-working and organized assistant, who loves to learn and acquire new skills. I work well with people, both team members and guests.

Education

Baptist Bible College, Springfield, MO — BS in Biblical Studies, 1988
Heidelberg Christian Academy, Heidelberg, Germany — Diploma, 1984
Valdictorian

Skills

- Proficient/skilled using PC and Mac computers and using Microsoft Office with Access
- Experienced in organizing, scheduling and conducting communication and counseling sessions for individuals and groups
- Organizing and scheduling work Teams
- Report development
- Project planning
- Attention to detail
- Team building
- Business correspondence
- Translation from German to English and English to German
- Interpret from German to English and English to German

Experience

Shift Supervisor, Starbucks Coffee Deutschland; Darmstadt, Germany — 2009-2014

- Oversaw daily office operations for staff of 12-14 employees.
 - Oversaw inventory and office supply purchases.
 - Training of new employees.
 - dealt with guests orders and claims.
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Team Leader, SIG Service Innovation Group; Griesheim, Germany — 2008-2009

- Oversaw daily operations for staff of 3 employees.
- controlled inventory
- stocked shelves

Secretary, Bookkeeping, Treasurer; Bible Baptist Church; Darmstadt, Germany — 2008-2014

- musician
- counseling, mentoring for school aged children
- mentoring for women
- kept church records
- maintained giving records
- working with government offices and businesses for the non-profit organization

Treasurer & Secretary, Bibel Baptisten Gemeinde; Dresden, Germany — 1995-2008

- maintained giving records
- connecting with government offices and other businesses for the non-profit organization.
- filing tax reports for the non-profit organization
- counseling women one on one and in groups.
- teaching and mentoring teenagers and small children

Secretary, Bibel Baptisten Gemeinde; Darmstadt, Germany — 1993-1995

- counseling women one on one and in groups.
- teaching and mentoring teenagers and small children
- kept church giving records
- correspondance to businesses
- taking care of inventory and office supply purchases

Associate, Faith Baptist Church; Augsburg, Germany — 1989-1990

- Oversaw daily education of students in christian school.
 - organized weekly meetings for servicemen and women.
 - translation for government business dealings.
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Fast Food, Springfield, MO — 1987-1989

- ran register
- filled customer orders

Certified Nurses Assistant, Maranatha Nursing Home, Springfield, MO — 1985-1987

- took care of patients everyday care: feeding, medication, bathing, etc.

Certifications

- Professional Development Training Course, 1 week, Mayrhofen, Austria, September 2001
 - New Business Seminar for Beginners, IHK, Dresden, 2 Days, January 2002
 - Organization/Motivation and effective Management Seminar, 1 week, Mayrhofen, Austria, April 2002
 - Professional Development Training Course, 1 week, Mayrhofen, Austria, April 2007
 - Microsoft Office training course, Freital, Germany November 2007-January 2008
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