

Katie Spath

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SUMMARY

A dynamic, driven and enthusiastic professional with a proven track record of keeping attention to detail providing insightful analysis in all aspects of business through:

- Collaboration
- Relationship Development
- Critical Thinking
- Detailed Organization
- Solution Focused
- Integrity

EDUCATION

University of Washington, Michael G. Foster School of Business, Cumulative GPA: 3.47 **Seattle, WA**

Majors: BA in Business Administration: Finance & Information Systems
Honors: Deans List (6 quarters)

Expected Graduation: June 2019

Eastside Preparatory School, Cumulative GPA: 3.89 **Kirkland, WA**

Graduated in top 5 percent

Graduated June 2014

WORK & LEADERSHIP EXPERIENCE

DSC Capital, LLC

Commercial Real Estate Finance Administrator

Seattle, WA

June 2015 – Current

With a high level attention to detail and the ability to multi-task, provided all-encompassing administrative work including:

- Servicing of real estate investment portfolios ranging from \$5,000,000 to \$100,000,000
- Performing market research and competitor analysis via Yardi, Alteryx and various market reports
- Packaging due diligence reports for multi-family, hotel & resort, self-storage, office, industrial, and retail properties
- Organizing, preparing, consolidating, and analyzing monthly, quarterly, and annual financial statements via Quickbooks
- Keeping the company's social profile up to date on all social media platforms

The Meadows, *premier trauma and addiction treatment center*

Conference Assistant

Kirkland, WA

January 2014– Current

Utilized strong time management skills and empathetic listening to:

- Assist in representing the Meadows with local conferences on addiction and trauma ranging from 20 to 100 people
- Organize powerful and informational marketing materials for the company
- Provide insightful and respectful communication to attendees concerning the company and its programs

Eastside Domestic Violence

Volunteer Work

Kirkland, WA

2000 - 2015

Making a passion for helping others at the forefront of life, organized an effective philanthropic campaign resulting in:

- Yearly community fundraising auctions cumulatively raising over \$300,000
- Networking with local suppliers and community members to donate and participate annually
- Creating over 60 personalized Easter Baskets for domestic violence victims annually

PERSONAL SKILLS & INTERESTS

- **Relevant Coursework** - Business Operations Management Fundamentals of Application Programming, Business Database Management, Financial Technology, Business Data Communications, Real Estate Finance, Financial Futures & Options Markets, Entrepreneurial Finance, Business Finance, Business Accounting, Business Economics, & Business Marketing
- **Communication Skills** – Engaged large audiences to raise awareness and support for numerous charities
- **Computational Abilities** - Microsoft & Apple Essentials (Word/Pages, Excel/Numbers, Publisher, PowerPoint/Keynote, OneNote), Google Software (Google Docs, Google Drive, G Suite, Google Analytics), Quickbooks, Microsoft Access, Visio Professional
- **Intermediate Coding Languages** - MySQL, Visual Studio C#, Python
- **Certifications** - Foster Excel for Business, Google Analytics for Beginners, Advanced Google Analytics
- **Hobbies** - Horseback Riding, Painting / Drawing, Backpacking, Hiking, Skiing
- **Volunteering** - Over 1,500 accumulated community service hours in Domestic Violence and Animal Services

AWARDS

- Prix de Nations Cup Champion at an International Equestrian Event **Summer 2014**
- Gold Medal (over 25 wins) in the United States Equestrian Foundation Talent Search **2010 - 2015**
- Over 200 top 3 placings and 30 National Championships in Equestrian Events **2000 - present**
- Debate Tournament Best Teamwork Award **2014**