

Kate Dockeray

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EXPERIENCE

Realty Services & Ventures, LLC, Saint Clair Shores, MI — *Broker's Assistant / Licensed Real Estate Consultant*

October 2005 - PRESENT

Provide outstanding service to ensure customer satisfaction and loyalty, construct creative marketing materials and advertisements for clients, instruct new and existing employees on job duties, facilitate by acting as office manager, write and fine tune real estate contracts and prepare paperwork to market a property, utilize Quickbooks software to make company deposits and write company checks, utilize Paychex Payroll and Paylocity software to administer employee paychecks, coordinate real estate appointments, closings, and general appointments with clients, experienced with programs such as Microsoft Word, Excel, PowerPoint, Outlook, Publisher, and G Suite.

Red Hot & Blue, Sterling Heights, MI — *Cook / Server*

August 2001 - September 2004

Instructed new employees on duties and importance of customer service, administered opening and closing of facility, successfully maintained and ordered inventory.

Charley's Steakery, Roseville, MI — *Assistant Manager*

September 2000 - July 2001

Liaison between store management and franchise management, implemented successful initial opening. Lead and encouraged a friendly working environment with employees. Maintained record keeping and accounting for sales and services, participated in successful marketing planning and execution.

Harmony House, Warren, MI - *Sales Associate*

July 1998 - October 2000

HONORS & AWARDS

**The National Society of
Leadership & Success,**
Southern New Hampshire
University - January 2022

Sigma Tau Delta,
International English Honor
Society, Southern New
Hampshire University -
October 2021

**Beach Book Festival, First
Honorable Mention for
"Stress Test."**

EDUCATION

Southern New Hampshire University, Manchester, NH
(satellite/online currently) — *Bachelor's Degree*

August 2020 - Present

Bachelor Degree focus is on English (major) with a concentration on Creative Fiction Writing. Minor in Psychology.

Macomb Community College, Warren, MI / Clinton Twp., MI
— Associate's Degree

September 2001 - May 2005

Associate Degree focus was on English studies and general core classes.

PROJECTS

Stress Test — Fiction Novel

Self published in 2011.

Death & Cigarettes - Fiction Novel

Current project, slated to be complete by December 2023.