

Kathleen Irwin
810 Rivertrace Court, Suwanee, GA
Phone: 908-821-4302
Email: irwinkathleen2024@gmail.com

Professional Summary

Dedicated and responsible psychology student with hands-on experience in customer service and a solid foundation in psychology principles. Known for being trustworthy, loyal, and effective in diverse settings. Skilled in communication and empathy through volunteer and front desk experience. Currently pursuing a Bachelor's degree in Psychology with aspirations to advance in clinical psychology.

Education

Georgia State University
Bachelor of Arts in Psychology, Expected Graduation: May 2028

William and Reed Academy
High School Diploma, Graduated May 2024

Experience

Front Desk Manager
Pawplex, Suwanee, GA
June 2023 – September 2024

- **Provided customer service, managed cash transactions, and handled dog management.**
- **Ensured facility cleanliness and organization to maintain a welcoming environment.**

Front Desk Manager
Mr. Clean Car Wash, Suwanee, GA
January 2022 – February 2024

- **Delivered excellent customer service and managed cash handling.**
- **Oversaw cleaning operations to ensure high-quality standards.**

Skills

- **Highly organized and detail-oriented**
 - **Strong communication and interpersonal skills**
 - **Expertise in cash handling and transaction management**
 - **Customer service excellence**
 - **Data management and record-keeping**
 - **Proficiency in scheduling and organizational tasks**
 - **Ability to maintain a clean and orderly environment**
 - **Effective multitasking with reliable results**
-

Volunteer Work

- **Furkids – Assisted in animal care and facility maintenance, enhancing compassion and organizational skills.**
- **Samaritan's Purse & Operation Christmas Child Distribution Center – Supported logistics and packaging for international relief, developing teamwork and attention to detail.**
- **Autrey Mill Nature Preserve – Contributed to nature conservation efforts, strengthening environmental stewardship.**
- **Linked Together – Engaged in community-based activities that fostered collaboration and outreach skills.**
- **Keep North Fulton Beautiful – Participated in environmental cleanup and beautification projects, promoting sustainability.**
- **The Place at Forsyth – Assisted in community support initiatives, fostering empathy and community engagement.**
- **International Rescue Committee – Supported programs for refugees and immigrants, enhancing cultural sensitivity.**
- **Open Hand – Assisted with meal distribution to community members in need, cultivating a commitment to service.**
- **Foster Care Support Foundation – Organized donations and support for children in foster care, building organizational and empathy skills.**
- **Meals by Grace Pantry – Supported food distribution efforts, reinforcing commitment to social responsibility.**
- **The Memory Center – Volunteered in memory care support activities for elderly, developing patience and compassion..**