



# Kara Galbraith

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## Administrative Assistant

### Skills:

- Honest
- Team Player
- Strong Organizing Skills
- Some Accounting Knowledge
- Dependable
- Learns Quickly
- Strong Customer Service Skills
- Flexible Schedule
- Serious Worker
- Computer Skills: (Internet, Word, Excel, Email)

### Work Experience:

#### Babysitting

Self Employed 6/2012- Present  
Care for children ages 2 to 7 years; coordinating games, activities, projects; preparing meals; supervising nap and bed times; following parents' directions; in charge of health and wellness of the children; cleaning; time management

#### Club Member

HELENA HIGH FRENCH CLUB 8/2013 – 6/2014  
Learned about French culture and tourist attractions and major cities in France. Strengthened French speaking skills and memorizing skills.

#### Club Member

HELENA HIGH BUSINESS PROFESSIONALS OF AMERICA 9/2014 – Present  
Acquired different professional skills; organized fundraising activities; prepared group presentations; became a successful team member.

#### Team Member

HELENA HIGH CHEERLEADING SQUAD 6/2013 to 2/2014  
Learning and memorizing cheers; performing cheers in front of crowds; motivate team fans; work with team members; participated in fund raising activities; performed at pep and spring assemblies.

#### Team Member

HELENA HIGH CROSS COUNTRY TEAM 8/2012 – 10/2012  
Learned new running techniques and improve physical fitness and endurance; punctual; team member; coordinated school work with travelling requirements.

### Education:

#### Student

Helena High School Will Graduate 5/2016