

Karrie Haueter

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EDUCATION

Bachelor of Arts in History - Brigham Young University (BYU) - Provo, UT Apr 2012

Utah Film Commission Production Assistant Certification June 2021

PROFESSIONAL EXPERIENCE

Instructional Assistant - Logan High School - Logan, UT Feb 2016 – October 2020

- Work with students on individual and group basis to reinforce learning concepts, help complete assignments, and improve overall performance
- Utilize variety of teaching methods including lectures, media and discussions
- Enforce behavioral and procedural rules to maintain order of 35+ students per class period
- Administer and correct tests and quizzes in a timely manner

Physical Therapy Assistant - McKell Therapy Group - Orem, UT Aug 2010 – Oct 2010

- Assisted in physical therapy procedures while communicating with patients
- Supported physical therapist in implementing patient's treatment plan
- Tended to 3-5 patients simultaneously while consistently reporting to physical therapist concerning patient's progress and status to allow for updated modifications
- Answered phones and addressed specific patient needs, including scheduling and follow-up

Cashier - BYU Bookstore - Provo, UT Aug 2008 – Aug 2010

- Managed register and effectively calculated finances at the beginning/ending of each shift
- Conversed and assisted customers quickly and efficiently; trained new cashiers regarding same
- Developed reputation for prompt, efficient service with high level of accuracy
- Addressed questions about merchandise and maintained current knowledge of all promotions

Production Assistant - LDS Motion Picture Studios - Provo, UT Volunteer Summer 2009

- Skillfully anticipated and addressed the needs of the director and crew
- Effectively communicated with other set members to create a cheerful atmosphere while still successfully accomplishing tasks in a timely manner
- Managed to learn quickly to help be better prepared for future tasks
- Prepared to give creative insight if requested

Event Facilitator - BYU Guest Services & Special Events - Provo, UT Apr 2008 – Aug 2008

- Aided in events that catered to tens of thousands of visitors such as Especially for Youth programs, BYU Women's Conferences, dances, devotionals, and other workshops
- Directed large groups of people in orderly manner and professionally associated with elite guest speakers and guests
- Helped special speakers and presenters with sound system needs and miscellaneous requests
- Escorted guests to vacant seating in a 19,000-capacity stadium, as well as discreetly addressing misbehaving attendees

Waitress/Host - Firehouse Pizzeria - Smithfield, UT Feb 2006 – Apr 2008

- Anticipated and addressed the needs of 6+ tables simultaneously
- Answered phone calls and accurately recorded food orders; effectively communicated with kitchen staff regarding customer allergies, dietary needs and other special requests
- Managed register while ensuring customers were greeted at the door, seated and properly thanked for their attendance
- Regularly followed-up with customers to ensure overall experience was satisfactory