

KATE SANTANA

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EDUCATION

University of Florida, College of Liberal Arts and Sciences

Bachelor of Arts in Economics

Bachelor of Science in Behavioral and Cognitive Neuroscience

- GPA: 3.76/ 4.00
- Minor: Professional Selling

May 2029
Gainesville, FL

WORK EXPERIENCE

Front Desk & Teacher Assistant

February 2024 – June 2025

Eye Level East Cobb Learning Center

Marietta, GA

- Supported 20–30 Pre-K–8 students in math and English four days per week by guiding them using structured worksheets, booklets, and materials while tracking progress in Google Classroom and mock exams, reinforcing learning and preparing students for school assessments.
- Graded assignments and exams while managing front desk operations, organizing student folders, answering phone calls, and communicating with parents about progress, ensuring consistent daily operations and academic support.
- Assisted with new student onboarding while balancing instructional and administrative responsibilities for 13 hours per week, demonstrating strong multitasking, organization, and adaptability in a fast-paced learning environment.

EXPERIENTIAL LEARNING

Hospital Volunteer

August 2023 – May 2025

Wellstar North Fulton Hospital (VolunTeen Program)

Roswell, GA

- Supported ICU and MedTele staff by assisting patients, transporting lab specimens, answering and routing hospital calls to appropriate nursing staff and departments, restocking essential room supplies, escorting patients to imaging and other hospital locations, and guiding family members, contributing to efficient unit operations and patient care.
- Assisted 3–6 nurses and 10–30 patients/families per shift, responding to requests, helping address needs, and supporting daily workflow, strengthening communication and service skills in a fast-paced clinical environment.
- Completed 100+ volunteer hours interacting with nurses and physicians, gaining insight into care coordination.

LEADERSHIP & INVOLVEMENT

Founding Treasurer

August 2025 – Present

Girls Who Lead, University of Florida Chapter (Her Rising Nonprofit)

Gainesville, FL

- Launched a new university chapter by managing financial planning, submitting budget requests, ensuring Student Government compliance, coordinating funding for events, including a social and a guest speaker panel.
- Conducted outreach to campus and external partners for sponsorships and fundraising support while coordinating financial processes and documentation, strengthening resources and structure during the chapter's initial launch phase.

Co-Founder & Co-President

August 2024 – May 2025

MedScholars

Woodstock, GA

- Founded the school's first medical-focused student organization by leading recruitment, structuring meetings, and organizing programming, growing membership to 80+ students within one year.
- Coordinated speaker events featuring various medical professionals while managing promotions and communications, increasing student engagement and visibility across the school community.

Vice President of Service

August 2024 – May 2025

Environmental Club

Woodstock, GA

- Led sustainability initiatives, including plant sales and environmental projects, by organizing logistics and volunteers, strengthening student attendance in service events by 112%.
- Organized and hosted 10+ monthly events, including river, park, and campus cleanups, resulting in improved community spaces and increased environmental awareness across the student body.

ADDITIONAL INFORMATION

Awards/Honors: AP Scholar with Distinction, Georgia Certificate of Merit (Top 10% of Class), Academic Letter Award

Memberships: National Honor Society, Beta Club

Technical Skills: Canva, Microsoft Office (PowerPoint, Word, Excel)

Interests: Tennis, Ukulele, Teaching & Mentorship, Hiking, Snowshoeing, Ziplining