**Catherine Jeffries**

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**Education:**

**Central Washington University, Ellensburg, WA** - Master of Science in Geological Sciences 2018

* Thesis title: Tsunami Excitation Estimation from Real-time GNSS

**Linfield College, McMinnville, OR -** Bachelor of Science in Mathematics 2002

* Courses in statistics, calculus, algebra, etc.
* Minor in computer science
* Minor in music

**Skills:**

* **Programming Languages:**

Python

C++

Java

SQL

* **Proficient in:**

Microsoft Word

Microsoft Excel

Microsoft Power Point

Microsoft Outlook

**Software:**

GeoClaw

Linux

**Posters and Presentations:**

**Jeffries, C.,** MacInnes, B., Melbourne, T., Szeliga, W., Tsunami excitation estimation from real-time GNSS: American Geophysical Union meeting, Washington, DC 2018

Dolcimascolo, A., MacInnes, B., Szeliga, W., Norford, B., **Jeffries, C.,** Uncovering historical Earthquake rupture parameters through combining finite-slip earthquake sources, tsunami simulations, and paleotsunami deposits in South-Central Chile: American Geophysical Union meeting, Washington, DC 2018

**Jeffries, C.,** MacInnes, B., Melbourne, T., Tsunami amplitude estimation from real-time GNSS: American Geophysical Union meeting, New Orleans, LA 2017

**Jeffries, C.,** Hotovec-Ellis, A., Detection of changes in seismic velocity prior to the 2009 eruption of Redoubt Volcano, Alaska: Mary Gates Undergraduate Research Symposium, University of Washington, Seattle, WA May 2016

**Work History:**

***Graduate Research Assistant,* Virginia Polytechnic and State University, Blacksburg, VA August 2018 - present**

***Graduate Research Assistant*, Central Washington University, Ellensburg, WA September 2016 – August 2018**

* Development and implementation of a tsunami early warning system using real-time GNSS

***Billing Supervisor*, Carlile Transportation February 2016 – August 2016**

***Billing Lead*, Carlile Transportation December 2014 – February 2016**

***Senior Billing Clerk*, Carlile Transportation September, 2014 – December 2014**

**Billing Clerk, Carlile Transportation January 2011, September, 2014**

* Verify accuracy of billing data and make changes or corrections as necessary.
* Prepare itemized statements, bills, or invoices.
* Review documents such as bills of lading and related documents in order to compute fees and charges
* Resolve discrepancies in invoices
* Type of billing documents, credit memorandums, and credit forms, using typewriters or computers
* Contact customers in order to obtain or relay account information
* Compute discounts, shipment charges, and rates for good and services in order to complete billing documents
* Debugging SQL for KPI reports and billing queue requirements
* Billing specialized projects and accounts that require more attention to detail
* Point of contact for questions about billing processes and procedures
* Train new billers

***Administrative Specialist 2*** *– Contractor,* **King County Elections, Renton, WA August 2009 – August 2010**

* High Volume Data entry for National Voter Registration Act Project
* Perform Quality Control to ensure accuracy
* Scan/Count/Sort returned ballots and additional voter materials
* Assist with other duties as needed.

***Installer*, Teknon Corporation, Redmond, WA November 2008 – June 2009**

* Responsible for maintaining documentation for tracking materials and parts usage.
* Maintained documentation for lab cabling and labeling.
* Designed layout for equipment in cable room.

***Move Coordinator* , Continental Van Lines, Seattle, WA June 2008 – September 2008**

* Counsel corporate customers on moving process
* Acted as primary contact for corporate moving customers.
* Coordinated all aspects of move from initial counseling, through packing and loading to delivery and debris removal.
* Managed corporate customer accounts, including negotiations with third party vendors.

***Billing/Rating Clerk*, Continental Van Lines, Seattle, WA May 2006 – June 2008**

* Process shipments by rating per contract terms and generating invoices.
* Acted as Backup for A/R position, duties included
* Cash Receipts Entry
* G/L entry
* Preparing and submitting deposit electronically
* Prepared Weekly Cash Report
* ACH Transfer to Vendors
* Extreme attention to detail and organization in everyday work.
* Ability to respond quickly and operate in a high volume environment.
* Trained new employees on billing procedures and processes.
* Managed database of permanent storage customers, including billing and responding to queries about bills received by customers.
* Developed application to facilitate rating COD moves and paying of sales commissions for those moves using Microsoft Excel.

***Barista*. Starbucks Corporation, Federal Way, WA July 2002 – July 2006**

* Worked closely with customers as a barista and cashier.
* Assisted customers with purchases or other questions as needed.
* Other duties include pastry specialist. Analyzing customer needs and adjusting standing order appropriately.