

## **Katelyn Margaret May**

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### **Education**

#### **Loyola Marymount University**

B.A. in Communication Studies

Los Angeles, CA | August 2016 – May 2020

### **Professional Experience**

#### **Digital Communications Assistant**

**Northwestern University Feinberg School of Medicine** | December 2021 – present

- Design and update digital and print materials to support admissions and graduate medical education teams.
- Manage email distribution lists for staff, faculty, and students, ensuring accurate and efficient communication.
- Draft and distribute bulk emails by converting content into HTML and utilizing email marketing tools.
- Develop written content for *Breakthroughs*, Feinberg's monthly research newsletter.
- Assisted with filming and coordinating interviews for key annual student events, including Graduation, Match Day and Founders' Day.
- Contributed articles to *Northwestern Medicine* magazine and compile mailing lists.

#### **Educator**

**lululemon athletica** | November 2018 – January 2020

- Provided expert guidance to customers on product fit, function and fabric.
- Managed product inventory on the sales floor, ensuring a seamless shopping experience.
- Processed transactions efficiently while maintaining excellent customer service.
- Assisted guests in finding the right products and facilitated mobile orders when necessary.

#### **New Member Coordinator**

**Pi Beta Phi Fraternity for Women** | January 2019 – May 2019

- Organized and executive Bid Night for new and active members, overseeing event logistics, merchandise orders, and catering.
- Led educational meetings on sorority history, values, and campus involvement.
- Acted as a liaison between new and active members to foster a strong community.