

KATELYN MAY

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I am a creative and tech-savvy college graduate seeking impactful entry-level positions in communications and content development. I am eager to utilize my strong writing and technology skills to serve the mission of your organization.

EDUCATION

Loyola Marymount University

B.A. Communication Studies | Los Angeles, CA | August 2016 - May 2020

RELEVANT EXPERIENCE

Digital Content Assistant

University Club of Chicago | June 2021 - August 2021

- Drafted, edited and distributed weekly digital newsletter including links to upcoming events and written articles recapping past events
- Strategically managed social media accounts to engage current and prospective members
- Updated Club calendar and website, creating digital signage with InDesign as needed
- Managed Club's internal email account to answer requests and questions from members

Educator

lululemon athletica | November 2018 - January 2020

- Educated guests on the fit, function and fabric of product
- Replenished needed product on floor from back room
- Completed guest transactions
- Assisted guests in finding appropriate product on the floor and placing mobile order if necessary

New Member Coordinator

Pi Beta Phi Fraternity for Women | January 2019 - May 2019

- Planned and executed bid night for new and active members to attend; included designing and ordering t-shirts, placing catering order and creating party theme
- Organized and facilitated meetings to educate new members on sorority founders, values and involvement on campus
- Served as a liaison between new and active members
- Oversaw online new member education and troubleshoot technological problems

Content Developer

Influencer Interactive | January 2017 - January 2020

- Pitched articles relevant to read base including parenting tips, vacation ideas and best baby supplies
- Wrote weekly articles for various parenting sites such as Cool Baby Stuff, Family Go Time and Parent Cabin

SKILLS

- Basic InDesign, Premiere Pro and HTML
- Proficient in Microsoft Office
- Detail-oriented
- Skilled with computers and other technology
- Problem-solving