Katelyn White

Easton, ME • (207) 551-5933 • katelyn.o.white@gmail.com • LinkedIn • Portfolio

COMPUTER SKILLS

- Adobe Illustrator, InDesign, Lightroom, Photoshop
- AP Style Writing and Editing Skills
- Microsoft Excel, Outlook, PowerPoint, SharePoint, Word
- WordPress CMS and Plugins

SOFT SKILLS

- Collaborative team player
- Consistently organized
- Effective problem solving
- Self-motivated, detail-oriented

RELEVANT EXPERIENCE

Communications Coordinator, MMG Insurance, Presque Isle, ME — May 2025–Present

- Support Marketing team content strategy through social media and external company website
- Manage the company brand and oversee the rebranding of previous marketing collateral
- Engage with community organizations and initiatives through our corporate giving program
- Collaborate with People & Engagement on employee resource creation and redesigning our intranet

Communications Administrator, MMG Insurance, Presque Isle, ME — October 2023–May 2025

- Created content for social media, sell sheets, and other graphics using Adobe Suite and Canva
- Assisted in editing and reviewing the Annual Report, curating photo content and final mailing lists
- Recorded and submitted corporate giving and sponsorship requests to Accounting

Administrative Coordinator, Center Transport, Inc., Easton, ME — February 2023–October 2023

- Communicated with customers and employees to anticipate needs and solve problems
- Assisted president of the company with meetings, updating contacts, and personal itineraries
- Accounted for receipts and payments in Sage50 software and sorted weekly driver paperwork

Cast Member, Disney's Hollywood Studios, Lake Buena Vista, FL — May 2022–January 2023

- Graduated from the 2022 Disney College Program at Hollywood Studios Park Arrival Merchandise
- Engaged with over 500 guests daily in an operation that saw $1 million in total weekly revenues
- Served on Safety Team and brainstormed more than 6 solutions that were implemented in the area

Marketing Intern, Pineland Farms Dairy Company Inc., Remote — November 2020–August 2021

- Assisted with content creation for social media pages, newsletters, and website during internship
- Strategized new company LinkedIn page and saw Instagram engagement grow 18% over 5 months
- Created 2 pitch decks and 12 sample recipe designs that featured our products to show customers

COMMUNITY INVOLVEMENT

Chair, Momentum Aroostook, Presque Isle, ME — December 2025–Present
Junior Church Teacher, State Road AC Church, Mapleton, ME — September 2025–Present
Marketing Chair, Momentum Aroostook, Presque Isle, ME — December 2023–December 2025
Figure Skating Instructor, John Millar Civic Center, Houlton, ME — October 2024–March 2025

EDUCATION

B.S. in Business Administration: Communications, Liberty University, Lynchburg, VA — May 2022

- Honors: Summa Cum Laude, Dean's List, Delta Mu Delta, Alpha Lambda Delta
- Organizations: Public Relations Student Society of America (PRSSA), Women in Business