

Katelyn White

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

EDUCATION

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

- Cumulative GPA: 3.97
- Honors: Summa Cum Laude, Dean's List, Delta Mu Delta, Alpha Lambda Delta
- Organizations: Public Relations Student Society of America (PRSSA), Women in Business

COMPUTER SKILLS

- Adobe Photoshop, InDesign, and Illustrator
- AP Style Writing and Editing Skills
- Microsoft Office 365 and Google Suite
- WordPress and MailChimp Software

SOFT SKILLS

- Articulate written and verbal communicator
- Collaborative team player
- Detail-oriented and ultra-organized
- Effective problem solver under pressure

RELEVANT EXPERIENCE

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

- Communicate with customers, vendors, and drivers over the phone and in-person
- Account for receipts and payments through Sage50 Accounting software
- Implement digital file storage solutions for weekly cash-up paperwork

Disney College Program Intern, Walt Disney World, Orlando, FL May 2022–January 2023

- Graduated January 2023 with achievement awards in Hospitality and Leadership
- Engaged with 500+ guests daily; our operation saw \$1 million in total weekly revenues
- Brainstormed with Safety Team, implementing solutions to improve daily operations

Events Director, Liberty PRSSA, Lynchburg, VA May 2021–December 2021

- Chaired Event Committee; directed 6 events in four months
- Managed annual budget for activities, events, and Chapter supplies
- Curated content for social media by photographing events and member headshots

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

- Created content showcasing products for social media and website, generating revenue growth
- Launched new LinkedIn page; Instagram engagement grew 18% over 5 months
- Developed 2 pitch decks and sample recipe designs for B2B and B2C marketing channels

President, Liberty PRSSA, Lynchburg, VA May 2020–May 2021

- Strategized 6-month goals for Chapter growth, increasing membership by 30%
- Led a cross-functional team of 7 board members, coordinating resources for legacy projects
- Fostered professional relationship with local PRSA liaison and School of Communications faculty

COMMUNITY INVOLVEMENT

Photographer, Joni and Friends New England, Greenfield, NH June 2023, August 2023

- Captured event photos and family portraits of 29 families during the week
- Edited images in Adobe Lightroom; delivered JPGs to families and RAW files to marketing team

Coach, Northern Maine Figure Skating Club, Presque Isle, ME October 2016–January 2021

- Taught *Learn to Skate* lessons to skaters aged 3 to 13 in a seasonal position
- Choreographed routines for groups of 7-10 skaters & assisted show director at annual exhibition