

Kaitlin Armstrong

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Ambitious graduate with strong writing and project management skills seeking an entry level position with a digital media organization. Goal driven professional with a solid commitment to consistent, effective, and efficient service to enhance the purpose and mission of the organization.

EDUCATION

Nova Southeastern University, Davie, FL 2018-2020
Master of Arts. In Composition, Rhetoric and Digital Media
GPA: 4.0

Lynn University, Boca Raton, FL 2014-2018
Bachelor of Arts in Communications and Emerging Media
GPA: 3.51 Magna Cum Laude

WORK EXPERIENCE

Writing Tutor July 2021-Present
Pearson, Virtual
Help students virtually and in person with their writing. Provide detailed feedback on dissertations, theses, research papers and any other writing needs. Help to correct grammar, improve content, and provide brainstorming opportunities.

Content Writer December 2020-Present
MotivateU, Middletown, DE
Write articles detailing experiences regarding health, fitness, community, motivation, technology, science, innovation, and accessibility. Conduct personal interviews and surveys about virtues specific to quarantine during COVID-19 pandemic. Articles are published on Medium.

Graduate Assistantship 2019-2020
Nova Southeastern University
Created website to archive graduate students' projects for future use and exhibitions.

ACHIEVEMENTS

Sunshine State Conference Student Athlete Commissioner Honor Roll 2014-2016
Lynn University Swim Team Merit Scholarship 2014-2017

SKILLS

- Goal oriented with strong team building and leadership skills
- Ability to work individually and in a team environment
- Proficient in web design -- Wix
- Strong written and interpersonal communication skills
- Proficient in Microsoft Word, PowerPoint, Keynote and Pages
- Visual design experience using Photoshop, Illustrator, Twine and Canva
- Familiar with Zoom and Google Meet