

# KATE DAVIS

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## Education

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**Brigham Young University** Graduation: Dec 2022

Bachelor of Arts: Major in English, Emphasis in Professional Writing  
Minor in Editing

- GPA 3.85
- Half tuition merit-based scholarship for entirety of undergraduate career
- Relevant Coursework:
  - Writing Literary Criticism: analyzed texts and composed literary criticism essays
  - Basic Editing Skills: mastered key editing strategies using principles of English grammar and punctuation
  - Intro to Print Publishing: learned Photoshop, InDesign, and Illustrator

## Work Experience

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**Digital Content Producer**, KSL Newsradio, Sept 2021–Present

- Compose and publish 10 web articles weekly
- Publicize 30 posts weekly on Facebook and Twitter
- Facilitate the Utah Morning Show by helping the producers prepare segments

**Student Producer**, BYU Radio, Jan 2021–Sept 2021

- Researched relevant books and media while working with guests to create engaging aired interviews
- Wrote 10 pitches to senior producers weekly, and produced one 20-minute segment weekly
- Developed an individualized interview experience for guest by sending 50 emails weekly
- Collaborated with 8 coworkers in preparing for segments

**Residential Maintenance Manager**, AirBnb, Jan 2021–Aug 2021

- Arranged 5–6 cleanings of rentals per week by collaborating with host and guests
- Negotiated fair and honest pricing for cleaning services
- Managed cleaning teams of 1–2 people, and ensured prompt and thorough cleanings of 7 AirbnB units

**Library Circulation Clerk**, J. Reuben Clark Law School, Aug 2020–Jan 2021

- Helped 10 patrons daily with library requests such as checking out books and adjusting account information
- Assessed needs of 5 students daily to help direct them to the academic help they needed
- Supported team members by covering 1-2 shifts per week during frequent illness of coworkers due to the Covid pandemic

## VOLUNTEER EXPERIENCE

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**Design Lead and Poetry Editor**, *Inscape* Journal, Sept 2021–Present

- Orchestrate weekly design projects with a team of 20 individuals
- Create 10 graphics to promote *Inscape* Journal on social media
- Introduce beginner designers to Canva and Adobe Creative Cloud
- Read and analyze up to 30 poems each week
- Counsel weekly with a team of 10 other poetry editors to select poems out of hundreds of submissions

**Spanish Speaking Volunteer**, The Church of Jesus Christ of Latter-day Saints, Aug 2018–Mar 2020

- Achieved fluency in reading, writing, and speaking Spanish through studying language for an hour each day and engaging with native speakers for 5 hours each day
- Led small group discussions, set and followed up on weekly goals, and made plans for personal growth
- Taught a weekly ESL class to 10–15 community members
- Create detailed weekly lesson plans tailored to 10–20 individuals

## SKILLS/INTERESTS

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- Learned fluent Spanish after 3 months living in Dallas without formalized training
- Performed for community events and represented the Mundi Project as an ambassador
- Rock climb 4 times a week, taking trips to climb outside around the country

- Competed at a national level 4 times in bouldering and sport climbing competitions