

Kaitlin Schuler

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Objective

I am an ambitious and talented student, with a strong desire to further my writing and publication experience with a progressive, well-written institution. I would like to work cooperatively with my fellow staff members to learn well, and to leverage my ability to deliver exceptional work.

Education

University of Michigan 2015

College of Literature, Science, and the Arts

Bachelor of Arts, English

Writing Minor

Lloyd Hall Scholars Program for Creative Writing and the Arts

GPA: 3.76/4.00

Relevant Coursework

- Introduction to College Writing-Lloyd Hall Scholars Program
- Introduction to Literary Studies
- Calculus III: Multivariable Calculus
- Writing & Arts II: Re-envision Children's Literature
- Literature of the Holocaust
- Literature of John Milton
- Independent Study – authored a children's novel
- 20th Century American Poetic Cultures
- Writing Gateway Course

Marist High School 2007-2011

Chicago, IL

ACT Composite: 34

Relevant Coursework

- AP English Language
- AP English Literature
- AP United States History
- AP European History
- AP Psychology
- AP Physics B

Honors and Awards

Valedictorian, Marist High School 2011

Kevin Lehnert Award for Academic Excellence

Golden Key International Honour Society member

Illinois State Scholar

National AP Scholar

English Department Award for Outstanding Performance, Marist High School

Experience

Michiganensian Yearbook – Copy Editor & Writer

Ann Arbor, MI; October 2011-Present

- Created first official Michiganensian style guide; responsible for keeping writers on deadline and editing their work in a timely matter as it is submitted; give guidance to newer writers and help them hone their journalistic writing; write stories relevant to campus and city life; conduct interviews with participants of featured University activities, particularly sports; write and edit photo captions throughout the yearbook; meet monthly deadlines for allotted number of stories; work with designers and photographers to create successful page layouts

The Michigan Daily Newspaper – Copy Editor

Ann Arbor, MI; September 2012-January 2013

- Cooperated with three or four other employees each shift to fact-check and edit all incoming stories to be run in the student-operated daily newspaper; mastered the AP Style Guide and examined differences between style manuals; honed effective fact-checking skills and ability to work with short deadlines

Chicago Trading Company - Intern**Chicago, IL; June 2008-August 2008, June 2009-August 2009**

-Pioneered the use of a new inventory scanning system for the company; worked with other interns to implement new system on all computers, monitors, and trading devices within the company; transferred this data into a comprehensible spreadsheet for future use by the company

Old Navy – Sales Team Member**Orland Park, IL; April 2010-December 2010**

-Worked as part of a sales team to restock the store daily and provide customer service; responsible for keeping sales floor orderly and displays stocked with an array of clothing sizes; gained basic cash register skills; gained experience in problem-solving within teams and solving unforeseen issues in an efficient and timely manner; created mannequin and table-top displays to showcase new items

Chicago Board Options Exchange – Intern**Chicago, IL; June 2011-August 2011**

-Summer internship included trading skills development class; studied the basic ideas and methods of options trading through weekly assignments; entered essential market data into spreadsheets for the company's CTO

Skills

Motivated, detail-oriented, reliable, and eager to further explore the intricacies of writing
Willing to admit weaknesses within the field and work with those more experienced to improve my writing abilities
Possess good communication and cooperation skills with peers and professionals
Work well with strict deadlines and helping others make deadlines
InDesign and Photoshop proficient
Microsoft Office proficient
Conversational in French
CPR, First Aid & AED Certified (American Red Cross)

Writing Samples & References Available