

# Kaitlyn Fairbanks

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## EDUCATION

### Agnes Scott College

*Bachelor of Arts in English Literature*

3.45 GPA

Decatur, GA

Expected May 2025

Relevant Coursework: Writer's Festival: Editing and Publishing (ENG-395), Senior Independent Research Semester (ENG-480), Creativity and Innovation in the Organization (BUS-335), Creative Writing - Multigenre (ENG-206)

Honors: Frances Walters Winship Scholarship, Scottie Alumnae Grant, Secretary/Historian of Mortar Board, Member of Eta Sigma Phi, Member of Sigma Tau Delta, Dean's Honor List Spring 2023 & Fall 2024

### 54th Annual Writer's Festival: Editing and Publishing - Agnes Scott College

ENG-395

Decatur, GA

January 2025 - present

- Learned the skills needed to successfully publish a magazine
- Edited multiple genres of writing and ensured that they followed the conventions necessary for publication
- Designed the cover and other visual features of the final Writer's Festival Magazine

### Senior Independent Research Semester - Agnes Scott College

ENG-480

Decatur, GA

September - December 2024

- Crafted an independent thesis and researched independently for all information
- Wrote a long-form thesis paper, which was presented to the Agnes Scott English Department
- Examined the history of the Tudor dynasty, propaganda, and how the two intersected in Shakespeare's play *Richard III*

## WORK EXPERIENCE

### Agnes Scott College - Center for Digital and Visual Literacy (CDVL)

*Peer Learning Assistant*

Decatur, GA

February 2023 - present

- Developed digital media that displays available CDVL services and upcoming sponsored events
- Managed video production projects by collaborating with and appropriately delegating tasks across a group of up to 13 people

### Michael's Craft Stores

*Sales Associate*

Tucker, GA

October 2021 - December 2022

- Read online orders and successfully process them in a timely manner
- Diffused conflict situations by supplying compromises and listening actively to the complaint

## CAMPUS LEADERSHIP AND COMMUNITY INVOLVEMENT

### The Profile

*Editor-In-Chief*

Decatur, GA

October 2023 - present

- Managed organization-owned website in order to improve website traffic by 5-10% per article
- Made decisive decisions regarding the functions of the club and how funds would be allocated
- Edited written journalistic work by staff members and ensured that they met all publication requirements

### Mortar Board - Agnes Scott Chapter

*Secretary and Historian*

Decatur, GA

May 2024 - present

- Recorded chapter body meetings accurately in an official capacity
- Documented the history and accomplishments of the chapter and its members
- Assisted the President and Vice President in managing the chapter and reporting to overseeing bodies

## SKILLS

- Highly proficient in Google Suite and Microsoft Office
- Proficient in Adobe InDesign, Adobe Acrobat, and Adobe Illustrator
- Proficient in Audio/Visual editing software, including Adobe Premiere and Audacity