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| KATHERINE E. BAISA  Annandale, VA ⋅ 571-205-5165 ⋅ baisa.katherine97@gmail.com ⋅ donotgogentle.online | |
| EDUCATION | **The College of William & Mary, 2016 – 2020**  Cumulative GPA: 3.69 (*magna cum laude*)  Major: English  Minor: Marketing  Dean’s List (Spring 2017-Fall 2018; Fall 2019)  **Hertford College, University of Oxford** (January 2019-June 2019)  Relevant Coursework: English |
| WORK EXPERIENCE | Elite Editing  Editor (September 2020 – February 2020)  Senior Editor (February 2020 – present)   * Promoted within one year for high-level editing skills * Refined manuscripts of up to 300+ pages with line and copy edits * Highlight authorial style utilizing style guides and the Chicago Manual * Revise pieces of up to 2500 words to meet SEO best practices * Align articles, summaries, and social media posts with customer vision   Intern at Northern Virginia Magazine, May 2018 – August 2018   * Conducted interviews and independent research to compose pieces published in print and online * Cultivated knowledge of Northern Virginia’s arts and entertainment scene * Brainstormed and executed a project spotlighting 10 influencers in the area   eFYI Coordinator at William & Mary, 2017 – 2019 (August – October)   * 80+ hours coordinating informational sessions about healthy relationships * Recruited and scheduled presentation facilitators * Attended nearly every session to arrange presentation spaces and serve as a resource for freshmen and facilitators |
| LEADERSHIP EXPERIENCE | Health Outreach Peer Educator at William & Mary, Spring 2017 – Spring 2020   * Presented at BACCHUS Region III Conference about diversity and peer education (Spring 2018) * Developed and implemented new recruitment methods as Membership Chair (Fall 2017-Fall 2018)   ***Filipino-American Student Association Culture Chair, Spring 2019 – Spring 2020***   * Wrote, directed, and produced a show inspired by Filipino culture * Planned successful marketing strategies, including a GoFundMe campaign * Researched, created, and led presentations about Filipino history and culture |
| AWARDS & ACHIEVEMENTS | **William & Mary 2019 Premiere Theatre Playwriting Competition Awards**   * **Special Jury Prize** for *What Comes After*   **2020 W&M Student Literary Awards**   * **Honorable Mention** in Short Fiction   **Ladies of Alpha Honoree (April 2020)** |
| SKILLS | **Communications:** Interpersonal, Teamwork, Project Management  **Writing:** Creative Writing, Research, Proofreading, AP Style, Chicago  **Online Media:** Wix, WordPress, Canva  **Certifications:** IDEO Design Thinking, Google Ads Search, CPE (Certified Peer Educator) |