|  |
| --- |
| KATHERINE E. BAISAAnnandale, 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: EnglishMinor: MarketingDean’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) |