

kathryn schuyler.

8024 Linda Vista Rd, San Diego, CA 92111

T: (760) 222-5186 E: kathrynschuyler@gmail.com

Education Bachelor of Arts in English, Minor in Studio Art

Cumulative GPA: 3.9, Summa Cum Laude

Westmont College, Santa Barbara, CA

Graduated Dec 2015

Experience **Administrative Assistant | 6060 La Goleta LLC**

Santa Barbara, CA

December 2015 – July 2016

- Led communication between contractors, tenants, and owners
- Managed office organization and filing
- Prepared spreadsheets, contracts and financial documents

Social Media Marketer | Eat This, Shoot That!

Santa Barbara, CA

December 2015-July 2016

- Curated content for an average of 3 posts per day
- Wrote copy and selected photography for Facebook, Twitter, Google+ and Pinterest
- Investigated target audience interests and engagement

Social Media Intern | Asher Market

Santa Barbara, CA

August 2015 – December 2015

- Created graphics with Photoshop for Facebook and Instagram
- Researched target audiences for sales and products
- Crafted social media posts
- Adjusted website data for sales and special offers
- Composed advertising emails with MailChimp

Digital Publishing Intern | Berrett-Koehler Publishers

San Francisco, CA

January 2014 – April 2014

- Assisted with website migration and maintenance using HTML
- Evaluated slush pile entries for publication
- Created Photoshop graphics content for website banners and blog posts
- Wrote blog posts and articles on BK books and topics
- Attended meetings regarding publication, marketing and production

Skills	Adobe Creative Suite	MailChimp	Social Media
	Written Communication	Organization	WordPress
	Detail-Oriented	Graphic Design	Editing

Website kathrynschuyler.com