

Katrina Lewis

201 South 1460 East #350
Salt Lake City, Utah 84112
(801)585-5032 katelewis@yahoo.com

Summary of Qualifications

- Accomplished and dedicated writer, clear, concise writing style
- Good communicator with strong leadership skills
- Great organizational skills and attention to detail
- Effective problem solver and thorough researcher
- Polished presenter with a variety of audiences

Education

Bachelor of Arts, **English**, minor: **Business** (GPA 3.7) May 2008
University of Utah Salt Lake City, Utah
• Recipient of the Wayne Demke Scholarship Fall 2006
• Proficient in **Spanish**, both verbal and written

Relevant Experience

Writing and editing

- Editor of literary magazine *Clouds*
- Proofread articles written for salary trends newsletter
- Authored film reviews for small weekly newspaper
- Managed design aspects of publications to ensure quality and consistency

Communication

- Headed resolution team that handled irate customers
- Extensive customer service experience, good mediation skills and problem solving
- Skilled at communicating with non-English speaking people

Leadership

- Wrote script and conducted tours of historical buildings for large groups, including school children
- Managed and scheduled 20+ volunteers
- Supervised 15 fellow church representatives

Volunteer

- Utah Heritage Foundation Salt Lake City, Utah
Tour Guide and Volunteer Coordinator 2005-present
- Utah Blind Association Provo, Utah
Reader 2003-2005
- *Volunteer Church Representative* Des Moines, Iowa

Employment

- Park City Record, *Staff Writer* January 2006-present
- Barnes & Noble, *Bookseller* March 2003-December 2005
- Ruth's Diner, *Server* June 2000-February 2003

