

KAITLYN B. JACK

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CREATIVE EXPERIENCE

Author- Illustrator, Cheering a Fairy Up | Children's Book | Writing Sample

Author, Julie's Job & Other short stories | Short Stories | Smashwords | April 2023

Screenwriter, Escape Route | Short Script | Writing Sample

Video Editor, Secret Agent Man | Short Film | Video Sample

Screenwriter, Trudy's House | Short Script | Writing Sample

SKILLS

Writing and Editing:

- *Content writing, copywriting, copyediting, AP Style (familiar)*

Organization Skills:

- *Project Management, logistical coordination, administrative tasks*

Communication Skills:

- *Effective interviewing, storytelling, and team collaboration*

Technical Skills:

- *Adobe CC Suite, Microsoft Office Suite, Canva*

Digital Skills:

- *SEO, content management systems (familiar with WordPress)*

PROFESSIONAL EXPERIENCE

Assistant Management, Colorvision International INC. | Orlando, Florida

March 2024 - Present

- Manage schedules, handle write-ups, prioritize customer service, generate reports, and foster team cohesion. Efficiently oversee administrative tasks while cultivating a collaborative work environment

Team Lead, Colorvision International INC. | Orlando, Florida

November 2023 - March 2024

- Overseeing task assignments, conducting training sessions, facilitating team meetings, and generating comprehensive reports. Fostering productivity, promote collaboration, delivering exceptional customer service, and delivering high-quality results.

Sales Ambassador, Aquatica | Orlando, Florida

May 2021 - March 2024

- Being productive, collaborating, providing customer service, and offering high-quality results.

EDUCATION

Bachelor of Fine Arts in Creative Writing

Full Sail University, Winter Park, FL

June 2023