

# KATEE FLETCHER

## EDUCATION

Elon University, Elon, NC  
GPA: 3.8/4  
Bachelor of Arts in English  
Bachelor of Arts in Spanish  
Study Abroad: Seville, Spain

## HONORS

Phi Beta Kappa  
Sigma Tau Delta  
Sigma Delta Pi  
President's List (2016-2019)

## SKILLS

- Microsoft Office
- Google Drive
- Creative Writing
- Editing
- Spanish
  - Advanced Written, Reading, and Listening Skills
  - Intermediate Speaking Skills

## RELEVANT EXPERIENCE & PROJECTS

### THOUGHT CATALOG

*Intern, June 2019 - Aug. 2019*

- Wrote and published 18 articles, as a "featured author", for Thought Catalog and Shop Catalog
- Updated content for Quote Catalog daily
- Planned projects such as photo shoots, video shoots, and the productions of other content
- Assisted in the brand development of companies working with Thought Catalog

### ELON UNIVERSITY WRITING CENTER

*Lead Consultant, Aug. 2019 - Present*

- Plans and supervises 3-4 events a semester for the University's Writing Center
- Works with a team of 4 leads to train and guide 40+ consultants
- Performs administrative tasks to ensure the Center is functioning smoothly

*Writing Consultant, Nov. 2017 - Present*

- Actively engages with clients by revising their various documents to perfect their writing style
- Attends and participates in bi-annual workshops to improve consulting skills and learn new ways to empower all clients

### TESOL CLASS

*Participant & Volunteer, August 2017 - December 2017*

- Learned accurate teaching methods for ESL classrooms
- Volunteered weekly in an ESL classroom alongside a professor
- Created a tailored portfolio of resources for the professor to access after the volunteering position ended

### ELON UNIVERSITY PANHELLENIC COUNCIL

*Vice President of Member Development, Jan. 2019 - Jan. 2020*

- Oversaw a community of 2,000+ women across 9 chapters
- Specifically worked towards encouraging women to achieve high academic standing by making the University's academic resources more accessible
- Assisted in molding a secure sisterhood within individual chapters while managing methods to fasten together the Panhellenic community as a whole