

# Kaleah Mcilwain

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## Summary

Enthusiastic writer experienced in delivering content that is rigorous, fact-based, and concise on tight deadlines. Adaptable and driven, team player with experience working in fast-paced environments.

## Skills

- **Content Editing:** AP Style, Chicago Manual of Style
- **CMS:** WordPress, Salesforce
- **Technical Skills:** SEO, Word, Excel, Power Point, Mailchimp
- **Social Media:** Twitter, Facebook, Instagram
- **Graphic Design:** Photoshop, InDesign, Illustrator, Canva
- **Soft Skills:** Detail-Oriented, Organized, Self-Motivator, Integrity, Interpersonal skills

## Education and Training

### Bachelor of Arts in Print and Digital Media Journalism '19

Penn State University | University Park, PA

- Minored in Political Science and Global Studies
- Studied Abroad Fall 2017 in Brno, Czech Republic

## Work Experience

### Local Reporter

*NewsBreak | Remote | 04/2021 to Present*

- Cover multiple topics specific to the local Baltimore community such as entertainment, food/drink, politics and breaking news.
- Pitch and write original content where I conduct in-person and virtual interviews and work on daily deadlines.
- Curate and manage weekly local newsletter distributed to over 4,500 subscribers.

### Race and Identity Editor, Reporter

*The Underground | University Park, PA | 08/2016 to 04/2019*

- Managed a team of 4-8 writers and assigned weekly story assignments.
- Worked cross-functionally with managing editor, reporters, and engagement teams.
- Curated projects and series to drive growth and audience engagement.

### Reporting Intern

*Centre County Gazette | State College, PA | 01/2019 to 04/2019*

- Pitched and reported news stories for daily website.
- Conducted research, interviewed sources, and fact-checked story elements.
- Assisted senior editor with preparing weekly reports.

### Editorial Assistant

*Penn Memory Center, UPenn | Philadelphia, PA | 05/2018 to 08/2018*

- Wrote news stories focused on healthcare, clinical research and features.
- Managed editorial calendar and generated content for the company's social media accounts.
- Curated and managed weekly MailChimp newsletter distributed to over 4,000 people.

### Press Office Intern

*Masaryk University | Brno, Czech Republic | 09/2017 to 12/2017*

- Published bi-weekly **blog** for the university's digital magazine.
- Increased Twitter presence through campaigns targeted at international students.
- Published an exclusive article in English and Czech about the American Euro League basketball players.