

KATHLEEN GIBBS



CONTACT

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SKILLS

- Adaptability
- Organization
- Enthusiasm
- Adeptness
- Leadership

SOFTWARE

- Adobe Creative Suite:
 - Premiere Pro
 - Lightroom
 - Audition
- Microsoft Office:
 - Word
 - Excel
 - PowerPoint
- Client Information Systems:
 - Onvio
- Canva
- Capcut

CERTIFICATES

Documentary Certificate

REFERENCES

Available upon request

EDUCATION

Georgia College & State University- Milledgeville, GA
Bachelor of Arts in Mass Communication

RELATED EXPERIENCE

Marketing/ Social Media Intern

The Quest Atlanta Radio

May 2024- August 2024

- Created and managed social media content to promote the radio station on both Facebook and Instagram (837 followers)
- Went to networking events that involved tabling and telling people about The Quest Atlanta app and why they should download it
- Conducted interviews and worked alongside a marketing team of 4 colleagues
- Filmed and edited 10- 60 minute weekly podcasts
- Occasionally worked the front desk, which included taking phone calls, booking appointments, and organizing files and spreadsheets of information

Marketing Assistant/ Content Creator

GSCU Student Activities Center

August 2023- December 2023

- Created original social media content to promote our university's Student Activities Center on Instagram (2,254 followers)
- Conducted original interviews with students and collaborated with the organization's marketing team to create promotional content

ADDITIONAL EXPERIENCE

Receptionist

Heritage Tax & Accounting

August 2024- Present

- Answer phone calls/transfer calls and book appointments
- Interact with clients daily and update client information through Onvio
- Process tax returns and enter invoices/checks
- Use copiers, scanners, and printers

Server

Dunwoody Country Club

May 2023- August 2023

- Took orders and served food and drinks to 30- 60 members a night
- Checked and updated the inventory of food/ drinks