

# Julia Kindelin

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## OBJECTIVE

To find an internship with GenZ Publishing as an Acquisitions and Editorial Intern.

## CAREER SUMMARY

- Learned publishing, journalism, photo editing, and data visualization skills.
- Managed Collegiate Panhellenic social media accounts.
- Assisted customers and maintained sales as a Sales Associate.
- Directed 20 first-grade students through lessons as a teaching assistant.
- Completed three years of Communication BA and Professional Writing minor.
- Completed Editing and Publishing class and several various writing courses.

## Hard skills

- AP Style
- *Software:* Microsoft Word, Kindle Direct Publishing, Adobe Premiere Pro, Adobe Photoshop, Adobe Lightroom, Google Flourish, Datawrapper, Venngage, Google Earth Visual Tools, Data Scraping Tools, Google Trends, Wordpress CMS, Canva, Medium

## Social Media skills

Jan 2021- September 2021 COLLEGIATE PANHELLENIC COUNCIL, Chicago, IL

### Director of Marketing

- Conceptualized Instagram feed designs.
- Scheduled and designed in-feed posts and stories.
- Corresponded with five Sororities to advertise events.

## **Retail skills**

June 2015- Jan 2016 JUSTICE, Oakbrook, IL  
(part time) **Sales Associate**

- Stocked store front and back room and processed new shipments.
- Maintained presence on the sales floor to address customer needs.
- Recommended appropriate items and directed customers to selections.
- Greeted customers and informed them of current promotions.

## **Interpersonal skills**

Aug 2015- May 2016 HAWTHORNE ELEMENTARY SCHOOL  
(part time) **Assistant Student Teacher**

- Prepared and executed lessons with students.
- Tutored students individually and in small groups.
- Assisted classroom teacher with clerical duties.

## **Education**

2017- Present UNIVERSITY OF ILLINOIS AT CHICAGO , Chicago, IL.  
**Fourth year, Bachelor of Liberal Arts & Science  
(Communications); Minor in Professional Writing**

## **Relevant Coursework:**

- Editing and Publishing
- Public Relations and Social Responsibility
- Media and Professional Writing
- Digital and New Media
- Digital Journalism
- Data Journalism
- Investigative Elections Reporting
- UIC Writing Center Tutor

## **References**

References are available upon request.