

# CATIE SMITH

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## Education

- Northern Illinois University: Dekalb, IL.
- Bachelor of Arts: July 2023
- Bachelor of English Literature: July 2023
- GPA 3.0/4.0

## Objective

- Finding an editing position in which I will use my professional writing and creative thinking skills.

## Skills

- Adobe Photoshop
- Illustrator
- InDesign
- Portraiture
- Advanced Drawing Skills
- Multitasking
- Creative Thinker
- Professional Experience with writing

## Job Experience

**Barista, Starbucks:** Dekalb, IL. April 2021-Present

- Memorization skills
- Interacting with customers and maintaining a peaceful work environment
- Prioritizing customer satisfaction
- Efficient communicator

**Law Clerk, Law Office of Kimberly J. Myers.** May 2022-August 2022

- Sorting and filing confidential paperwork
- Greeting customers by phone and in office
- Professional experience with legal writing
- Editing of legal documents
- Cleaning tasks
- Excel used to document client's information
- Maintaining a comfortable office environment
- Mailing legal documents
- Creating and managing an efficient schedule for my boss

