
CAITLIN MEYER

www.caitmeyer.com

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PROFESSIONAL SUMMARY

Seeking a career in international relations or domestic policy.

SKILLS

- | | |
|---|----------------------------|
| -Public Speaking | -Active Listener |
| -Advanced Placement Photography and Media | -Organization |
| -Detail-Oriented | -Positive Attitude |
| -Proficient with Apple and Microsoft Products | -Basic Spanish and Russian |

EXPERIENCE

JUNIOR COUNSELOR, WINNEWALD DAY CAMP; LEBANON, NEW JERSEY –
2018

- Supervise campers and maintain their safety at all times.
- Cultivate a warm and enjoyable environment at camp.
- Reinforce good behavior and act as a positive role model for the campers.

INTERN, 100% RENEWABLE ENERGY ON COLLEGE CAMPUSES CAMPAIGN,
ENVIRONMENT AMERICA; BOSTON, MASSACHUSETTS – 2019

- Compose blog posts, and emails for the company.
- Call and coordinate with fellow students, professors and college faculty for the campaign.
- Perform various media work including calling reporters and drafting letters-to-the-editor promoting the campaign.
- Compile lists of potential student organizations to work with on different campuses and reach out to those organizations.

SALES ASSOCIATE, THE UPS STORE #4525; CLINTON, NEW JERSEY – 2019 TO
PRESENT

- Deliver outstanding customer service to walk-in customers and telephone inquiries.
- Continuously practice good listening skills with customers and UPS Store team members.
- Take ownership of the customer's shipping needs and offers viable solutions.
- Maintain a clean and safe working environment.
- Package shipments for safe arrival, including assembling stock boxes, building custom boxes, and properly cushioning contents
- Empathize and manage demanding, impatient, and/or frustrated customers to turn a stressful event into a positive experience.

SALES ASSOCIATE, THE UPS STORES; BOSTON, MASSACHUSETTS – 2019 TO
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EDUCATION

GRADUATED FROM NORTH HUNTERDON REGIONAL HIGH SCHOOL, ANNANDALE,
NJ (2018)

- 3.86 GPA
- Member of the National Honor Society, National English Honor Society, and International Thespian Honor Society
- Graduated with High Honors
- Given the Promising Young Artist Award in 2017
- Awarded Good English Citizen of the Month in November 2015

ATTENDING BOSTON UNIVERSITY BEGINNING FALL 2018

- Majoring in International Relations and Minorng in Journalism
- 3.2 GPA
- Dean's List for Fall 2018

EXTRACURRICULAR EXPERIENCE

RITUALIST, KAPPA ALPHA THETA – 2020 TO PRESENT

MEMBER, KAPPA ALPHA THETA – SPRING 2019 TO PRESENT

- Attend weekly meetings discussing the future of the chapter.
- Collaborate with other members of the cabinet to effectively lead the chapter (made up of over eighty women).
- Preserve and maintain the traditions within the Eta Chi chapter of Kappa Alpha Theta.
- Educate chapter women and new members about our traditions.
- Plan and execute three major events celebrating the chapter's new members within the spring semester.
- Ensure the accuracy of all ritual performed.

WRITER, HER CAMPUS BU – FALL 2019 TO PRESENT

EDITOR, HER CAMPUS BU – SPRING 2020 TO PRESENT

- Write weekly articles of publication quality.
- Pitch senior editors on article ideas biweekly.
- Explore several topics within lifestyle, pop culture, and interpersonal relations in search of intriguing content to write about.
- Collaborate with writers to ensure timely completion of articles and well-written content.
- Edit three to four articles every week and format every piece for publication.