



KATHERINE UTNE

EDUCATION

James Madison University,
Harrisonburg, VA

August 2012 - May 2016

Bachelor of Arts: Writing, Rhetoric
& Technical Communication and
German Studies

GPA: 3.98

- Trained to assess the best forms of persuasion and to communicate effectively in various writing styles and mediums..
- Possess cross-cultural competence and can discuss abstract topics in German (obtained the B2 level language certificate from the Goethe Institute).
- Received the Madison Achievement Scholarship.
- Received the outstanding major award.
- Phi Beta Kappa member.

Senior Honors Project

Created a proposal for a writing center at Lafayette High School.

- Analyzed existing high school writing centers and writing center research.
- Conducted interviews to determine the best model for Lafayette.

Junior Year in Munich

Munich, Germany

March-July 2015

Undergraduate Research Project

Translated five chapters of *Bruno*.

- Researched translation theory to decide my translation style.
- Discussed my translation's accuracy with *Bruno's* author Gerhard Falkner.

ADDITIONAL SKILLS



Adobe InDesign



Microsoft Office



Weebly



WordPress



Social Media

PUBLISHING EXPERIENCE

James Madison Undergraduate Research Journal, Harrisonburg, VA

Managing Editor, January 2014-May 2016

- Organized submissions, managed screening teams and corresponded with student authors and reviewers.
- Edited chosen submissions comprehensively for publication, checking for accuracy, clarity and formatting.
- Trained new editors and delegated editing roles.

Morgan James Publishing, Hampton, VA

Intern, May 2014-March 2015

- Wrote press releases for soon-to-be-published books.
- Created marketing materials for authors to promote their books.

WORK EXPERIENCE

Wythe Candy and Gourmet Shop, Williamsburg, VA

Supervisor, July 2014-Present

- Ensure other employees are on task and handle customer service situations.
- Perform closing and administrative duties.

Employee, March 2010-Present

- Estimate and create the amount of homemade product needed for the day while interacting with customers.
- Arrange product aesthetically throughout the store.

University Writing Center, Harrisonburg, VA

Peer Tutor, August 2014-May 2016

- Assessed clients' writing needs and collaboratively worked toward solutions to help them become better and more confident writers.
- Mentored prospective tutors, providing resources for proper tutoring techniques.
- Marketed the University Writing Center services to classes across campus.

Writing Fellow, September 2015-December 2015

- Presented on research writing tips in a humanities class.
- Consulted with groups of students on how to improve their writing assignments.

LEADERSHIP EXPERIENCE

Cru, Harrisonburg, VA

Discipler, January 2014-May 2016

- Led younger women in weekly individual Bible studies, listening and responding to their questions.
- Researched and planned topics for each lesson.

Small Group Leader and Discipler Coordinator, January 2014-December 2014

- Paired students together to organize mentorship chains.
- Encouraged and trained small group leaders and disciplers.

Jeremiah Project, VA and WV

Summer Young Adult Staff, one week during each summer from 2012-2016

- Instructed a team of middle school students on a worksite for a week.
- Organized and refereed camp activities.

Assistant Event Director for Journey, March 2015 & 2016

- Coordinated staff jobs for the retreat and created a comfortable atmosphere.
- Managed registration, administrative tasks and emergencies.