

caitlynrichtman

EDUCATION

University of Georgia, Grady College, Athens, Ga.
Majors: Journalism and Women's Studies
Aug. 2015-May. 2019
GPA: 3.94

912-658-3428

caitlynrichtman@gmail.com

490 Barnett Shoals Rd. Apt. 430
Athens, GA 30605

LEADERSHIP

Senior Editor

Her Campus UGA • Athens, Ga.
Aug. 2016-Present

- Recruit new students to Her Campus
- Work with other executives to keep website up to date
- Edit articles and work closely with writers to make the best content for Her Campus UGA

Editor-In-Chief

InfUSion Magazine • Athens, Ga.
Aug. 2017-Present

- Lead and delegate tasks to executive board members
- Edit 16+ articles for print magazine and continuously edit online articles
- Keep staff updated about magazine meetings and events
- Handle money, deadlines and all executive duties for the magazine

SKILLS

- AP Style
- Working under deadline
- Pitching original ideas
- Writing and Editing
- Photo
- HTML/CSS

EXPERIENCE

Staff Writer

March 2016-Present

Her Campus UGA • Athens, Ga.

- Learn the workings of an online magazine
- Contribute ideas for the website each week
- Write an article a week on a self-pitched topic

Feature Editor/Contributing Writer

Aug. 2016-May 2017

InfUSion Magazine • Athens, Ga.

- Contributed to the online section of the magazine
- Covered newsworthy events
- Wrote articles featured in print publication of magazine
- Led team of five writers and edited their material

Editorial Intern

May 2016-Aug. 2016

The Effingham Herald • Effingham, Ga.

- Worked one-on-one with the editor to produce a weekly newspaper
- Wrote articles for every weekly newspaper
- Worked in a fast-paced news environment

Contributing Writer

Aug. 2015-May 2016

Little Red Book: UGA's Fashion Magazine • Athens, GA

- Developed invaluable writing skills
- Gained knowledge of magazine operations and cooperation skills
- Worked closely with the writing editor to produce fashion for print publication