

CAROLINE WILLINGHAM

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EDUCATION

Queens University of Charlotte, Charlotte, NC
Bachelor of Arts, Communications; Spanish Minor
Cumulative GPA: 3.93

Candidate May 2023

WORK EXPERIENCE

Susie Films

January 2022 – present

Intern

- Research content for film productions (including historical research, location scouting, casting, etc.); write and edit pitches to present to networks, create graphics for pitches; collaborate with team to brainstorm pitch ideas; assist with on-set duties

Queens University News Service

September 2021 – present

Student Reporter & Editor

- Research, report, write, and edit journalistic articles for publication in local news outlets; published three articles about affordable housing and housing discrimination in Charlotte in WFAE and the Charlotte Journalism Collaborative
- Find and interview sources, brainstorm story ideas, collaborate with editors and peers, and bring together art and writing to create a publishable package; edit audio and video for multimedia projects

Barcelona Wine Bar

March 2021 – January 2022

Host, Food Runner

- Greet and direct up to 200 guests per shift, coordinate reservations, organize and update seating chart software, manage customer concerns and answer questions about the restaurant, answer phone calls and manage to-go orders
- Manage kitchen window and orders, communicate with chefs and servers, navigate floor layout and interact with guests

National MS Society

June 2021 – August 2021

Leadership Events Intern

- Coordinated auction items and recorded into online databases, updated auction website, created, designed, and scheduled social media posts, reached out to donors and potential donors by phone and email, collaborated with team on event strategies and planning

Digital Charlotte

May 2021 – August 2021

Intern

- Assisted with computer workshops by providing one-on-one help to participants, communicated with a variety of demographics and explained topics in a condensed way, conducted surveys and calls to maintain relationships and collect data about the classes

Queens University of Charlotte Alumni Relations

September 2019 – March 2020

Phonathon Caller

- Reached out to alumni of all ages and demographics over the phone, built rapport, and gathered support for student scholarships
- Managed up to 100 calls per 2-hour shift, offered promotion to become a lead caller after first season

PROJECTS

Doctoral Dissertation Editing

August 2020

- Edited 120+ page dissertation for a doctoral candidate, following university citation regulations, creating and fixing links and footnotes, creating and organizing page layout and table of contents

Event Planning

December 2019

- Planned and executed a dinner party for 50 people with a budget of \$1000: compiled guest list and organized invitations and RSVPs, coordinated with restaurant staff planning venue, menu, and bar, assembled and purchased supplies and decorations

Trinity School Online Newspaper

October 2017 - May 2019

Editor & Writer

- Founded the first online school newspaper at Trinity; created and designed website, read and approved all articles and website edits, recruited and lead members of the team

SKILLS

- Adobe Lightroom and Premiere Pro | DSLR photography, videography | Basic website design (Wix & GiveSmart)
- Microsoft Office, Google Suite, Canva | Public speaking, presentation | Grammar, editing | Phone, email communication