

Kaitlyn Dwyer

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PROFESSIONAL SUMMARY

I have worked for more than 5 years as an office manager, and for more than 4 years as a library assistant. I am graduating summa cum laude with a certificate in writing from the University of Iowa in December 2023. I am seeking a full-time position as a game writer and am willing to relocate for the right opportunity.

EDUCATION

Bachelor of Applied Studies | Certificate in Writing | Minor in Ancient Civilizations

December 2023

University of Iowa, Iowa City IA

- Summa cum laude graduate | 4.10 GPA
- Commencement speaker for Fall 2023 University College graduating class
- Attended 3 study abroad programs in Greece

Associates of Liberal Studies | Certificate in General Studies

May 2017

Virginia Western Community College, Roanoke VA

- Summa cum laude graduate | 3.825 GPA
- President's Honor Roll
- Member of the Phi Theta Kappa Honor Society
- CCAP Scholarship recipient

JOB EXPERIENCE

Library Assistant

Nov 2021 - Current

Roanoke County Public Libraries | Bent Mountain, VA

- Learned what types of stories resonate with diverse demographics.
- Worked as a team with a wide range of library staff at multiple branches.
- Established effective communication with patrons and staff.
- Organized and set up library events for library patrons of all age groups.
- Deescalated tensions with dissatisfied library patrons

Office Manager

Dec 2017 – Dec 2022

Lawson Realty Group, LLC | Roanoke, VA

- Edited workplace documents such as emails, letters, leases, and management agreements.
- Wrote a fully operational training manual for my position within the company.
- Communicated quickly and effectively with property managers, owners, and potential lessors for more than two hundred properties.
- Utilized Microsoft products and more than 10 other unique systems to manage company information, as well as to track rental payments, maintenance fees, and other expenses.
- Maintained a clean and organized office to promote a productive work environment.

Roanoke County Public Libraries | Roanoke, VA

- Answered and directed more than 20 patron phone calls each day, acting as a representative for the library.
- Worked across three different departments to prepare for and organize a variety of events.
- Provided a high level of customer service and satisfaction to ensure an excellent experience for library patrons.
- Effectively processed and shelved hundreds of books, CDs, and DVDs in an organized and timely manner.
- Located hundreds of books, gave appropriate recommendations, and promoted a professional and polite atmosphere.

COURSE EXPERIENCE**Private Assignment – Classical Antiquity in Video Games**

- Studied the relationship between video games and classical history and mythology. Created an in-depth analysis of the gaming industry. Wrote the start to a video game script.

Advanced Fiction Writing

- Refined and improved my writing style. Learned to workshop my and others' work with diverse groups of people.

Intro to Screenwriting

- Studied the basics of screenwriting. Learned how to use WriterDuet. Wrote a fully realized short horror/surrealism script.

The Art of Revision, Writing for Clarity

- Refined revision techniques and style. Workshopped original pieces as a team. Aided in the revision of classmates' pieces.

SKILLS

Creative Fiction Writing | Revision and Editing | Effective Communication | Cooperative Teamwork | Office Management | Team Morale | Fast Learner

STUDY ABROAD

- Ancient Perspectives, Modern Eyes Summer 2022
 - *Athens, Marathon, Brauron, Sounion, Delphi, Olympia, Mycenae, Epidaurus, Corinth, Eleusis, Naxos, Aegina, Mykonos, and Delos | Greece*
 - Deep dive into the history, culture, archaeology, and mythology of ancient and modern Greece.
- The Land of the Muses: Travel Writer | The Ancient World and Genre Fiction Winter 2022
 - *Athens, Mycenae, Nafplion, Olympia, Delphi, Chaeronea, Sounion, Hydra, and Aegina | Greece*
 - Active study of travel writing, genre fiction, and adaptations of mythology.
- City of Athens: Bronze Age to the Roman World Summer 2023
 - *Athens | Greece*
 - In depth study of Athens from the Bronze Age to the Roman occupation.

AWARDS/RECOGNITIONS/MEMBERSHIPS

- Ambassador for Women in Games 2021-Present
- University College Commencement Speaker 2023
- Employee of the month at Roanoke County Public Libraries 2022
- 2-time summa cum laude graduate 2017 and 2023
- 4-time silver key winner of the Scholastic Art and Writing Awards 2015

PROJECTS

- Apollo Alone Video Game Script Writing Assignment
 - Wrote the start of a video game script for a private assignment course. Workshopped the piece with a classic's professor.
- Allyson Kegel's Senior Oboe Recital - Metamorphoses Research Project
 - Researched, compiled, and presented a comprehensive background of the stories depicted in Britton's "Six Metamorphoses." It was both utilized by the performer, Allyson Kegel, as a means of connecting with the themes of the music and provided to the audience within her recital's program. Images that were researched and cited were displayed for the audience during her recital.