

# Kyla Schlink

• Evansville, IN; kschlink0817@gmail.com; (219) 309-8455 •

## EDUCATION

### **Bachelor of Science in English Professional Writing and Rhetoric**

Minor in Anthropology, Minor in Gender Studies

University of Southern Indiana, IN

3.81/4.0 GPA

Magna Cum Laude, Honors program, Dean's List (every semester)

## SKILLS

- Strong writing and research skills
- Excellent communication skills, including the ability to communicate complex ideas effectively
- Attention to detail and accuracy
- Ability to work independently and as part of a team

## RELEVANT COURSES

- Fundamentals of Grant Writing
- Technical Writing
- Writing in the Digital Age
- Writing for Professions

## PROFESSIONAL EXPERIENCE

### **2021- Present Editor-in-Chief**

Fish Hook, Evansville, IN

- Edit authors' work to prepare writing for publication
- Manage story submissions
- Communicate with both writers and other editors to ensure clarity and organization

### **2021- 2022 Volunteer Grant Writer**

Warrick Humane Society, Newburgh, IN

- Researched and wrote grant proposals to foundations and corporations
- Collaborated with program staff to develop programmatic goals and objectives that aligned with funding priorities
- Conducted research on funding opportunities
- Adhered to strict deadlines to ensure completion of applications on time

## OTHER EXPERIENCE

### **2022- Present Assistant Manager**

Crush Vapor, Evansville, IN

- Assist customers to locate most suitable product
- Operate all technology needed to run the store efficiently
- Communicate with co-workers to ensure all work is divided evenly and fairly

### **2021- 2022 Cashier**

Lowe's, Evansville, IN

- Reconciled cash drawer at beginning and end of each shift, accounting for errors and resolving discrepancies
- Resolved customer disputes to maintain positive relationships
- Contributed to team effort by accomplishing related results as needed