

CAROLINE HOOTEN

Austin, Texas | 512-810-9816 | carolinehooten@gmail.com

EDUCATION

The University of Texas at Austin May 2024

Bachelor of Journalism | Certificate in Core Texts and Ideals

Academic Honors: Moody College Dean's List Honors | University Honors | College Scholar

Jefferson Scholars Program (a selective program in which accepted scholars take discussion and writing intensive courses on ancient, medieval, and modern core texts and ideals)

Regents School of Austin May 2020

Graduated top 6% of class

Summa Cum Laude

PROFESSIONAL EXPERIENCE

Warren & Kazen Law, Austin, TX May 2024 – July 2024

Runner | 20 hours per week, paid

- Managing and organizing client and case files
- Maintaining records
- Delivering documents to the court
- Scheduling client appointments
- Assisting with administrative tasks, such as creating client notebooks
- Maintaining office supplies

Press Office of the Governor, Austin, TX January 2024 – April 2024

Intern | 16 hours per week, unpaid

- Drafting statements and taping scripts
- Clipping news articles
- Communicating with members of the press
- Conducting research for the office

Weisbart Springer Hayes, LLP, Austin, TX March 2022 – October 2022

Runner | Approx. 10-20 hours per week, paid

- Filed and organized cases electronically and physically
- Helped to implement solutions to lack of storage space for files by digitizing case files
- Ran errands for the lawyers, such as picking up and delivering mail and files for clients, evidence for cases, and groceries for the office
- Organized the office and maintained stock on all office supplies
- Helped with management projects, such as creating QR codes for the staffs' digital business cards and created an excel sheet with the lawyer's earnings per case

Appointments Office of the Governor, Austin, TX June 2021 – August 2021

Intern | 20 hours per week, unpaid

- Wrote press releases to be published on the Office of the Governor website, announcing the appointments of staff
- Called applicants to schedule interviews with the Appointments Office
- Reviewed applications of scholarship candidates
- Designed and created a flyer for the Student Regents Meeting
- Created and wrote a pamphlet of biographies for all of the Student Regents
- Vetted all social media of applicants

UNIVERSITY LEADERSHIP AND EXTRACURRICULAR ACTIVITIES

Not On My Campus UT Chapter, Austin, TX August 2021 – May 2022

Peer Educator | 1-2 hours per week

- Gave PowerPoint presentations to my sorority, raising awareness about preventing sexual assault and how to respond when you or someone else is a victim
- Received training and attended meetings on addressing sexual assault on campus by intervention, helping survivors, and defining consent

Kappa Alpha Theta, Austin, TX December 2021 – November 2022

Ritualist | 1–6 hours per week

- Organized and led the Initiation ceremony for new members of the sorority
- Led the sorority in opening and closing rituals at weekly chapter meetings
- Led meetings to teach the new members the sorority traditions

UT Waterski Team, Austin, TX August 2022 – October 2022

Member | 1–2 hours per week

- Competed in trick skiing in tournaments around Texas against other colleges
- Competed in the Nationals Waterski Tournament in trick skiing

Kappa Alpha Theta, Austin, TX August 2020 – Present

Member | Approx. 1 hour per week

- Participated in sisterhood events
- Attended chapter meetings

UT Phi Delta Phi, Austin, TX February 2021 – August 2021

Member | 1 hour per week

- Attended weekly meetings with various guest speakers, including practicing lawyers and law school admissions counselors

VOLUNTEER EXPERIENCE

Court Appointed Special Advocates, Austin, TX August 2020 – Present

Volunteer | Approx. 1 hour per week

- Wrote Valentine's Day cards for children in the child welfare system
- Participated in the CASA Superhero Run
- Participated in annual fundraising events for CASA put on by my sorority

Univ. United Methodist Church Open Door Ministry, Austin, TX

Summer 2020

Volunteer | 2 hours per week

- Gave out food, water, toiletries, and clothing to those experiencing homelessness
- Made lunches to give to those experiencing homelessness
- Organized clothing donations

INTERESTS AND ADDITIONAL SKILLS

Technical Skills: Adobe Creative Suite, Adobe Premiere Pro

Hobbies/Interests: dancing, singing, acting, public speaking, waterskiing