

# Celeste Chapman

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## RELEVANT EXPERIENCE

**Lee Renovation Services, Atlanta, GA** —  
*Administrative Assistant* December 2021 -October 2024

Answered phone calls, scheduled meetings, and supported visitors. Carried out administrative duties such as filing, typing, copying, binding, scanning, etc. Completed operational requirements by scheduling and assigning administrative projects and expediting work results.

**The George-Anne, Statesboro, GA** —  
*Managing Editor/Correspondent* Feb 2024- Jun 2024

Reported on local and campus news, conducted interviews, and wrote feature articles. Edited and proofread content to ensure clarity, accuracy, and adherence to publication standards. Coordinated with team members to plan and manage publication schedules. Supervised a team of writers, providing feedback and support to maintain quality journalism.

**Georgia Southern Libraries, Statesboro, GA** — *Student Assistant* February 2020- May 2021

Provided research assistance for the faculty and staff of the library, documented project workflows by creating, assigning, and responding to research requests, and ran tasks and errands for faculty and staff. Aided with computer and printer troubleshooting, and provided general information about the library. Also operated and ran the Ask A Librarian Online Help Chat.

**Planned Parenthood Generation Action, Savannah, GA** — *Intern* August 2018 - July 2019

Identified, engaged, and mobilized allies to take action in support of Planned Parenthood's mission. Developed and led campus-specific issues and advocacy campaigns. Supported student-led advocacy events on campus. Worked closely with staff, fellow interns, and volunteers to organize and staff community outreach events.

## EDUCATION

**Georgia Southern University, Statesboro, GA**

*M.Ed* December 2026 (expected)  
Instructional Technology - School Library Media

*B.I.S* May 2023  
Double Major in Writing and Women's, Gender, & Sexuality Studies

## SKILLS

Published writer with excellent command of the English language  
Consistent hard worker and team player with proven leadership abilities  
Organized, multi-task oriented, and efficient

Friendly, creative, and well-spoken

Experience in copy-editing, proofreading, and efficient storytelling

Skilled in information retrieval, cataloging, and using academic databases.

## ACCOMPLISHMENTS

Published in the October 21st, 2017 Sunday Edition of The New York Times

2017 TEDXtalk "Nah That's a White Class"

2018 GSPA All-Georgia Winner for "In-Depth News Broadcast"

2018 Fall Semester Dean's List

2019 Fall Semester Dean's List

2020 1st Place Georgia Press Association Award for "Best Feature Story"

Awarded "the Best English Paper at the 2000-level"

Nominee for the 2021 Ally Harbuck Scholarship Award