

Katelin Downer

School Address:
7899 Campus Box
Elon, NC 27244

kdowner@elon.edu
<http://student.elon.edu/kdowner>
(617) 306-4718

Permanent Address:
7408 Poplar Grove Trail
Greensboro, NC 27410

EDUCATION:	Elon University , Elon NC	May 2009
	Major: Broadcast/New Media Communications; Minor: Spanish	GPA: 3.8
	President's List/Dean's List – All semesters	
	Recipient of the Triad Foundation Scholarship	Spring 2008
	Member of Phi Kappa Phi (All-discipline Honor Society)	2008 - Present
	Member of Lambda Pi Eta (Communications Honor Society)	2007 – Present
	Nanyang Technological University , Singapore	Spring 2008
	Studied Photojournalism, Web Design, and Ethics in Science and Technology	
	Traveled to Malaysia, Indonesia, Hong Kong, Thailand, the Philippines	
WORK EXPERIENCE:	Town of Acton , Acton, MA	Summer 2001-2005; 2007-2008
	<i>Information Technology Assistant</i>	
	<ul style="list-style-type: none">• Provided PC maintenance and technical support to the Town Hall's 200+ employees• Added to and maintained content of Acton's web site• Upgraded and customized laptop and desktop computers for redistribution• Created software and hardware user guides for Town Hall employees• Telecommuted during the school year on a project-by-project basis	
	WWAY NewsChannel 3 , Wilmington, NC	Jul – Aug 2007
	<i>News/Production Intern</i>	
	<ul style="list-style-type: none">• Edited VO/SOTs and helped reporters edit packages for air• Organized footage for evening newscast• Assisted news and production staff with day-to-day tasks	
	Nokia Boston , Burlington, MA	Jun – Aug 2006
	<i>Quality Assurance/Communications Intern</i>	
	<ul style="list-style-type: none">• Wrote and executed test cases for instant messaging and email client software• Communicated with developers and engineers to troubleshoot and solve problems• Worked on marketing strategy for the Mobile Business Unit's emerging technologies• Researched statistics and trends for upcoming technology market	
ADDITIONAL EXPERIENCE:	Isabella Cannon Leadership Program , Elon University	2005 – Present
	<i>Participant</i>	
	<ul style="list-style-type: none">• Attended leadership workshops, conferences and retreats• Organized a "Common Good" project to benefit the Burlington schools	
	Phoenix14News , Elon University	2005 – Present
	<i>Senior Video Producer</i>	
	<ul style="list-style-type: none">• 3-year award winning student-run newscast (BEA #1 College Newscast in the Nation)• Coordinated and edited all video projects for the show• Held various studio positions during the live newscast	
SKILLS:	Computer Skills: Proficient in Windows and Mac platforms, Microsoft Office Suite, Adobe Suite, Quark Express, Ektron CMS, and Final Cut Pro	
	Language Skills: Conversant in Spanish	