

# KAITLYNN A. MERVINE

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(570)449-4323

## OBJECTIVE

A position in the professional writing field with intersections in digital media, literacy studies, and/or language.

## QUALIFICATIONS

- Collaborative team member with necessary communication skills
- Organized, with time management skills
- Maintains the critical thinking skills essential for quality service
- Personable, with close attention to detail in a work environment
- Customer service experience
- Reliable attendance in professional and personal settings
- Knowledgeable in the content area

## EDUCATION

B.A. Kutztown University of Pennsylvania

May 2018

**Major: English**

**Dual Minor: English/ Professional Writing & Women's and Gender Studies**

GPA: 3.90

## HONORS

William J. Berkowitz Memorial Scholarship Recipient

Fall 2016-Spring 2018

## PROFESSIONAL DEVELOPMENT

Career Success Certificate Program

April 2018

Kutztown University Composition Conference

April 2018

## WORK EXPERIENCE

Weis Markets

### Customer Service Desk Associate

Kutztown, PA

- Promote products/various conflict resolutions and assist in phone calls to the store
- Organize front-end scheduling and paperwork necessary for store functions
- Manage proper procedures to open and/or close the store
- Certification in Responsible Alcohol Management Program as of July 9, 2017

August 2015-Present

### Front End Monitor/Cashier

Pottsville,

PA

April 2014-August 2015

## CAMPUS LEADERSHIP & INVOLVEMENT

**Member**, Triota Women's Studies Honor Society

April 2018-Present

**Featured**, Shoofly Literary Magazine

May 2016-April 2018

- Published in annual student-run fiction, poetry, and drama magazine

**Member**, Phi Kappa Phi Academic Honor Society

February 2018-Present

**Member**, Gamma Sigma Alpha National Greek Academic Honor Society

March 2017-Present

**Member**, The National Society of Leadership and Success

December 2016-Present

**Treasurer**, Theta Phi Alpha Gamma Gamma Fraternity

April 2015-Present

- Coordinate campus relations with the recruitment committee
- Uphold bylaws as Sophomore Standards Board Representative
- Promote scholastic achievement as Academic Excellence Chairman
- Follow recommendations from the National Leadership Training Seminar

**Member**, Kutztown University Honors Program

Fall 2014-Fall 2017

## VOLUNTEER WORK

Glenmary Home Missioners

Spring 2015-Spring 2018

Grandma's Gifts

Fall 2015-Fall 2017

Kutztown Community Partnership

Spring 2017

