

# Catherine Louise Livingston



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<b>Education</b>	<b>The University of Michigan (Ann Arbor, MI)</b> Undeclared Major, Writing Minor	2013-Present
	<b>Rye High School (Rye, NY)</b>	2009-2013
<b>Work Experience</b>	<b>Elle Magazine</b> Ad Sales/Marketing Intern Skills required: Independent delegation, problem solving, organization, leadership, teamwork, dependability, and literacy in Microsoft Excel, Sales Force and Media Radar. Tasks: Sent out mailings, updated excel spreadsheets, attended weekly marketing and ad sales meetings. Projects: Created "edit credit" books (tally of brand occurrence in an issue) for client meetings, compiled "face sheets" of a client's corporate structure (i.e. Richemont, L'Oréal, LVMH), and created an independent marketing project (designed campaign for a singular brand of choice).	June 2014-August 2014
	<b>The Nordstrom Rack</b> Rover Skills: interpersonal skills, communication skills, emotional intelligence, patience, friendliness, task oriented, organized. Tasks: Re-racked clothing, restocked merchandise, set up displays, customer service (registers), marked down clothing.	May 2014-August 2014
	<b>The Rye Historical Society</b> Intern Fabricated text panels for museum displays, archived historical artifacts, assisted in creation of "Rye During World War II" exhibit, created Power Point presentations.	April 2013-June 2013
	<b>Rye Recreation Department</b> Camp Counselor Supervised children ages 5-8 during day camp and on field trips.	2009-2012
<b>Extra Curricular</b>	<b>Shei Magazine</b> Staff Writer, Sales Representative Tasks: Attend weekly meetings, create literary content for <a href="http://sheimagazine.com">http://sheimagazine.com</a> , sell advertisement space by cold calling or interfacing with local Ann Arbor businesses.	Fall 2014-Present
	<b>MACS (Michigan Association of Communication Studies)</b> Attend bi-weekly meetings, attend speakers and special events (i.e. Proctor & Gamble, NBC Universal)	Fall 2013-Present
	<b>Athletics</b> Varsity Soccer (2011-2012) Captain, Con Edison Athlete of the Week Varsity Basketball (2009-2013) Captain, NYSPHSAA Scholar Athlete Varsity Softball (2010-2013) Captain, Lion's Club Athlete of the Month, Section 1 All-League, Section 1 All-Section Honorable Mention, Section 1 Diamond 9 Plus One Award.	
<b>Achievements</b>	<b>The University of Michigan</b> Admitted into Sweetland Center for Writing, on course to graduate with the program's minor in writing.	2013-Present
	<b>Rye High School</b> The Del Layne Scholar-Athlete Award, The Community Spirit Scholarship Award, National Merit Scholar Commendatory Recognition, AP Scholar Award, National Honor Society, Hobart and William Smith College Book Award, National Latin Exam (Summa Cum Laude).	2009-2013