

KATHERINE FUTCH

678.218.7009 | kfutch99@gmail.com | Atlanta, GA (willing to relocate)

EXPERIENCE

LEGAL INTERN, WILLIAM H. SMITH III ATTORNEY AT LAW OFFICE *DECEMBER 2022 – PRESENT*

- Develop polished legal documents, including motions, briefs, and court orders, to support litigation processes and court proceedings
- Communicate with clients and other involved parties (in person and via phone) to gather and track case information
- Perform in-depth legal research by using the *Official Code of Georgia Annotated* regarding family, criminal, personal injury, and corporate law
- Pro-actively participate in various negotiation and client meetings and maintain clients' legal documents and notations

EDITOR IN CHIEF, THE COLONNADE (GEORGIA COLLEGE) *MAY 2022 – PRESENT*

- Manage a nearly 50-member editorial staff, writers, photographers and determine content for each issue
- Develop and research new story ideas and write feature articles, opinion editorials and columns for publication
- Recruit, interview and hire editors, photographers, writers and PR representatives
- Assist in performing research on investigative pieces
- Manage all aspects of newspaper production including copywriting, fact-checking articles and newspaper layout
- Maintain a \$25,000 budget and develop and manage strategies for generating revenue

GENERAL MANAGER, BOBCAT MULTIMEDIA (GEORGIA COLLEGE) *MAY 2022 – PRESENT*

- Manage four media outlets' budgets totaling \$30,000 to ensure organizations are using funds for mission-centric purchases, paying editorial staff and submitting purchase requests to business office and administration
- Lead weekly meetings with executives from each organization to prioritize communication and collaboration
- Oversee website development team by copyediting all content published online

MEDIA MANAGEMENT INTERN, MARKETING GEORGIA INC. *MAY 2022 – AUGUST 2022*

- Managed 13 clients' social media accounts by creating, posting, and overseeing content
- Developed campaign ideas while considering the brand, target customer, and product goals
- Analyzed statistical data to gauge the success of content

NEWS EDITOR, THE COLONNADE (GEORGIA COLLEGE) *AUGUST 2021 – MAY 2022*

- Pitched at least three news stories a week to contributing writers
- Edited all weekly news stories for print and designed news section layout in Adobe InDesign
- Coordinated writers, photographers, and other editors
- Participated in a weekly news podcast with the editor in chief

VIDEO EDITOR, GEORGIA COLLEGE PRODUCTION SERVICES *OCTOBER 2021 – PRESENT*

- Produce and edit videos using Premiere Pro, specifically with the multi-cam, rendering and color customization functions
- Edited performance and promotional videos for different campus departments
- Provided necessary assistance and support for different technological and logistical needs

NEWS INTERN, THE NEWNAN TIMES-HERALD *MAY 2021 – AUGUST 2021*

- Provided daily pitches relating to news in the community
- Contacted, interviewed, wrote, and edited articles for the bi-weekly newspaper
- Covered large events, such as the Alan Jackson "Where I Came From" concert
- Responsible for acquiring photographs, graphics, etc. for articles

EDUCATION

MASS COMMUNICATION, B.A., GEORGIA COLLEGE & STATE UNIVERSITY *AUGUST 2019 – MAY 2023*

- Concentration in journalism with a pre-professional concentration in law

SKILLS

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|-----------------------------|----------------------|-------------------|
| • Public Speaking | • Copy editing | • Adobe InDesign |
| • Leadership and management | • Marketing | • Adobe Photoshop |
| • Communication | • Adobe Premiere | • Adobe Audition |
| • Journalistic Writing | • Adobe AfterEffects | • HTML |