
Caitlin Worthington

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512-450-3929

EXPERIENCE

Astronomic: Austin, TX — *Investor Relations Specialist*

January 2023-February 2024

Business/ Sales, Event Curation, Investor Relations, Community Curation, Data Scraping, Outreach, Excel & Google Sheets

Lumos Pharma: Austin, TX — *Marketing and Media Intern*

February 2023-February 2024

Social Media Marketing & Graphic Design

Robinson Creek Home and Hospice: Austin TX — *Intern*

January 2021-April 2021

Data Entry & Front Desk

Central Texas Valet: Austin TX — *Valet*

May 2017-September 2021

Customer Service & Events

The City of Austin Aquatics: Austin TX — *Lifeguard and Manger*

May 2015-September 2021

CPR Certified, First Aid Certified, Cash Trained, Manager

The Little Gym: Austin TX — *Birthday Party Instructor*

May 2015-September 2021

CPR Certified, Parties, & Cash Trained

SKILLS

CPR Certified
First Aid Trained
Data Entry Skills
Microsoft Word
Adobe Editor
Excellent Time Management & Customer Service Skills
Microsoft Excel
Outreach
Data Scraping
Clerk Work
Travel Coordination
News Editing
Community Outreach
Management Skills

AWARDS

National Honors Society - Recognition for excellence in areas of scholarship, leadership, and service

ACC National Honors Society- Recognition for GPA

Newspaper Dispatch Award- Bronze Award, given for overall newspaper excellence

EDUCATION

University of Houston Victoria: Houston TX — *Bachelors in Communications with a focus in Public Relations & Journalism*

3.8 GPA, National Honors Society Member, Summa Cum Laude

August 2021 - August 2023

Austin Community College: Austin TX — *Associate's Degree*

3.8, National Honors Society Member

August 2018 - May 2020

University of Texas: Austin TX — *College Level Courses- Dual Credit (High School)*

August 2017 - May 2019

James Bowie High School: Austin TX — *High School Diploma*

August 2015 - May 2019

EXTRA CURRICULAR

Dispatch Newspaper — *News Editor and Writer*

Helped edit, run a team, and write for the Dispatch

Student Leadership — *Organization that builds Leaders*

Helped underclassman transition, organized the 'No Place for Hate' parade, and kept volunteer hours up to date

Academy Four — *Mentor for Fourth Graders*

Helped mentor, tutor, and hang out with fourth grade students at a nearby elementary school

Key Club — *Volunteer Project*

Helped with volunteer and service projects around the community

Health through Science — *Volunteer Project*

Helped younger students build a science fair project for the career fair

University of Houston Dean's List - Recognition for graduating with a 3.8 GPA

LANGUAGES

English, Basic level Dutch & Spanish

