KARLA COTE

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EDUCATION

New York University, Steinhardt, New York, NY — Jan. 2023
B.S. Media, Culture, and Communication, Minor in the Business of Entertainment, Media, and Technology
Overall GPA: 3.958

New York University in Paris, Paris, France — Jan. 2020 – May 2020
Coursework in French language and literature

EXPERIENCE

Class Activities Marketing Board, **New York University,** New York, NY — Oct. 2020 – Present
- Collaborate with other committees and class activity boards to organize events
- Promote events across all social media accounts
- Introduce event ideas based on the interests of target audiences

Yearbook Editor, **Carmel Catholic High School,** Mundelein, IL — Aug. 2017 – June 2019
- Designed over 50 layouts and introduced color palette and font options
- Assigned pages to staff based on skills and interests
- Oversaw staff progress and addressed issues as needed
- Communicated with deans, photographers, and peers to create an exemplary final product
- Facilitated interviews with students and faculty to obtain quotes

Administrative Assistant, **Flex & Burn Fitness,** Kenosha, WI — Dec. 2018 – June 2019
- Managed company's online presence and social media outreach
- Revitalized company website to make it more accessible and engaging
- Organized and managed customer data in order to reassess outreach

Social Media Manager, **Carmel Catholic High School,** Mundelein, IL — Sept. 2018 – May 2019
- Established an informative social media presence
- Developed strategies to improve engagement and following
- Designed infographics for important events and announcements
- Worked with counselors and school administrators to compile information

SKILLS

Fluent in Spanish, Proficient in Google and Microsoft suites, Proficient in Canva, knowledge about Adobe suite

INTERESTS

Music, pop culture, social media, travel (18 countries visited), volleyball, reading, writing, learning French