

Michaela White

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EXPERIENCE

NCTE, Remote — *Administrative Liaison*

SEPTEMBER 2021 - CURRENT

Primary tasks include grant and award management, connecting conferences and affiliates within NCTE, assisting with convention preparation and staffing in-person, drafting and sending newsletters, website updates, and support for hosting events on Zoom.

NCTE, Remote — *Summer Intern*

JUNE 2021 - AUGUST 2021

Six-week internship with the Communications department at the National Council for Teachers of English. Collaborated on writing and content creation for NCTE social media, press releases, and internal communications.

University of Maine Writing Center, Orono — *Consultant*

JANUARY 2021 - PRESENT

Took a semester-long course on the best tutoring practices, with an emphasis on writing and revising across disciplines. Individual research on implicit bias in Writing Centers. Built a portfolio website to be featured on the Writing Center homepage.

Westgate Center for Rehabilitation & Alzheimer's care, Bangor — *Recreational Assistant*

JULY 2020 - JANUARY 2021

Planned and directed a variety of stimulating activities for all residents and one-on-one time. Supervised remote calls and socially distanced family visits during the coronavirus pandemic.

EDUCATION

Eastern Maine Community College, Bangor

AUGUST 2017 - MAY 2019

Liberal studies program, dual enrollment junior and senior year of high school.

SKILLS

Proficiency and experience in Microsoft Suite (Excel, Word, Teams, PowerPoint, Outlook)

Experience hosting Zoom meetings and webinars

Photoshop experience

Social media content creation and management (RealMagnet, Mailchimp, Canva, Photoshop, Sprout)

Web Design through WordPress

Public Speaking

Customer Service

HONORS

Sigma Tau Delta, International excelled English honor society.

Dean's List,
Spring 2020 - Spring 2021.

GPA Award,
College of Liberal Arts and Sciences.

University of Maine, Orono — *Bachelors*

AUGUST 2019 - DECEMBER 2021

English major with a double minor in film and media studies. Particular focus on diversity and representation.