**Kim Gordon**

847-212-4121 **II** KimGordon@gmail.com **II** www**.**GordonArt.com

**Education**

**Lake Forest College**, Lake Forest, IL

*Major in English, Minor in Digital Media Design Graduation May 2020*

Presidential Scholar, Phi Beta Kappa

GPA: 3.76

**Skills**

* Proficient in Adobe Creative Cloud, Canva, Java Script
* Fluent in Spanish

**Employment**

*Student Ambassador January 2018 - Present*

**Office of Admissions, Lake Forest College,** Lake Forest, IL

* Greet prospective students, answer questions, using verbal communication skills, and provide an enthusiastic and friendly attitude.
* Plan, organize, and send out visit and trip itineraries for admissions counselors.
* Give detailed tours of the campus to prospective students and their families.

*Writing Tutor**September 2016– June 2017; May –June 2018*

**The Writing Center, Lake Forest College,** Lake Forest, IL

* Completed six-week writing and tutoring training program.
* Conducted walk-in and weekly appointments with students to help develop their college-level writing skills.

*Server Seasonally June 2016 – August 2018*

**Egg Harbor Cafe,** Libertyville, IL

* Provided outstanding service to patrons through greeting guests, taking food orders, and responding to customer concerns.
* Communicated with front-of-house and back-of-house staff to ensure customer satisfaction in a fast-paced, team-supported environment.

**Extracurricular Experience**

*Member September 2017 - Present*

**Student Programming Board,** Lake Forest College

* Plan and execute daytime events for the student body of Lake Forest College.
* Organize logistics and communicate with vendors and companies for events.

*Staff Writer September 2016 - Present*

**The Stentor**, Lake Forest College

* Write articles and news stories about different issues and events on campus.
* Peer edit other staff writers’ works before submission.