

# CAITLIN SHEA

## WRITER

### CONTACT

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### EDUCATION

Savannah College of Art and Design

**B.F.A. Dramatic Writing**

2017-2022

### SKILLS

Academic Writing

Research and Compilation

Pitching and Presenting

Screenwriting

### SOFTWARE

Google Suite

Microsoft Office

Procreate

Final Draft

### PROFILE

Enjoys collaborating with others and learning new things. A team player with good interpersonal skills and a willingness to step up and lead when needed. Quick thinking with an aptitude for creative solutions and ideas.

### WORK EXPERIENCE

#### Art Department Coordinator

"All Hail Maukuvas" Web Series *April 2022 - June 2022*

Organized Art Dept. schedule and set deadlines. Head of interdepartmental communications and set meetings with other departments. Assistant set decorator.

#### Staff Writer

"All Hail Maukuvas" Web Series *January 2022 - March 2022*

SCAD official writer's room. Head writer for Episode 4.

Collaborated with 12 other writers on Season 1 of a fantasy, coming-of-age web-series. Created sides for Casting Department.

#### Women's Apparel Sales Associate

DICK'S Sporting Goods *July 2021 - December 2021*

Customer service and cashier services. Inventory, re-stocking merchandise and set up displays using a plan-o-gram. Opening and Closing responsibilities.

#### Seasonal Sales Associate

Barnes & Nobles *November 2018 - January 2019*

Customer service and online orders. Stock room organization and re-stocking merchandise. Inventory and assisted with display set ups.

#### Hostess

5 Seasons Brewery & Restaurant *June 2017 - September 2017*

Customer service and managing reservations. Organizing seating arrangements. Answering phones and taking to-go orders. Front of house opening and closing duties.