



# KATY LOERA

## CONTACT

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## WEBSITES, PORTFOLIOS, PROFILES

- <https://katygloera.wixsite.com/writewhereyouleftme>
- [www.linkedin.com/in/katyloera](http://www.linkedin.com/in/katyloera)

## SKILLS

- Computer technology and Microsoft Office
- Adobe Creative Suite
- Storytelling
- Creative writing
- Chicago Manual Style
- Copy editing
- Copywriting
- Creative and critical thinking
- Multi-tasking
- Active listening
- Adaptability

## PROFESSIONAL SUMMARY

Offering creativity and passion for storytelling, eager to learn and grow in professional writing environment. Brings ability to quickly grasp new concepts and techniques, contributing strong writing and editing capabilities. Ready to use and develop writing and research skills in any role.

## WORK HISTORY

**Front of House Employee, 05/2024 to Current**

**Torchy's Tacos - Norman, OK**

- Maintained a clean and welcoming environment for guests, contributing to positive dining experiences.
- Handled high-pressure situations with grace, maintaining excellent service standards even during peak hours or understaffed shifts.
- Enhanced customer satisfaction by providing attentive service and addressing inquiries in a timely manner.
- Contributed to team efficiency by promptly completing side work tasks during downtime periods.
- Managed cash handling duties responsibly, ensuring accurate accounting at the end of each shift.

**Office Staff, 01/2022 to Current**

**Tactical Pest Services**

- Scheduled and rescheduled appointments for clients, and making sure the schedule would run smoothly and efficiently for the technicians.
- Sat in on marketing meetings and took notes to use at later meetings.
- Facilitated the smooth operation of daily tasks through effective prioritization of responsibilities based on urgency and importance levels.
- Managed high-volume incoming phone calls, ensuring timely response and accurate information provided to callers.
- Streamlined office procedures by implementing efficient filing systems and organizing digital records.

## EDUCATION

**Professional Writing : Editing and Publishing, Expected in 05/2025**

**University of Oklahoma - Norman, Oklahoma**

GPA: 3.96 / 4.0

- Dean's List [Spring and Fall 2022, 2023, 2024]
- President's List [Spring and Fall 2022, 2023, and Spring 2024]
- Relevant Coursework: Digital Design, Business of Professional Writing, Children's Literature, Writing the Novel, Young Adult Fiction Writing, Writing Romance and Suspense, Sci-fi and Fantasy Writing