



KATHRYN BARD

Writer & Editor

ABOUT ME

A highly motivated and detail-oriented editor/writer with a Bachelor of Art in Creative Writing at Full Sail University. Skilled in editing and creative storytelling. Recognized for leadership and communication skills developed through management experience, now channeling those strengths in to publishing and editorial work.

EDUCATION

Bachelor of Creative Writing

Full Sail University
2024-2026

SKILLS

Management Skills

Creativity

Medical Knowledge

Fact Checking &

Research

Critical Thinking

Leadership

Time Management

Multimedia &

Transmedia Storytelling

Adaptability

HIPPA Knowledge

Data Entry

☎ 407-325-5104

🖥 www.kathrynbard.com

✉ kathrynbard16@gmail.com

📍 Easton, MA

EXPERIENCE

- Assistant Store Manager** 2024 - Present
Little Words Project | Boston, MA
 - Conduct inventory audits on materials and products to ensure store is fully stocked
 - Acts as liaison between store team and corporate to effectively communicate company needs and expectations
 - Strong ability to motivate team and delegate necessary tasks
- Assistant Store Manager** 2021 - 2024
Artifact Candle Foundry | Orlando, FL
 - Guiding positive customer experiences
 - Trusted with safely opening and closing the store alone and doing so in a timely and efficient manner
 - Responsible for maintaining the store and directing teammates to ensure the most productive day possible
- Pharmacy Technician** 2021 - 2022
Millinnum Pharmacy | Winter Park, FL
 - Translate prescriptions provided by doctors and entering them into store tracking software
 - Acted as main point of contact for patients and medical offices
 - Assisted in filling prescriptions when necessary
- Pharmacy Technician** 2019 - 2021
Taylor's Pharmacy | Winter Park, FL
 - Typing and renewing scripts
 - Calling offices for verbals and new prescriptions
 - Interacting with patients and other medical professionals in order to achieve the most desired outcome for the patient
- Assistant Store Manager** 2016 - 2021
Hot Topic | Sanford, FL
 - Supervised team during peak business hours in order to more efficiently maximize sales
 - Oversaw and managed a team of employees
 - Managed stores social media account in order to communicate information to client base