

CAITLIN FINLEY

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I am a writer and current student at Fordham University, projected to graduate in 2025. I left a burgeoning career in interior design to pursue my passion for fiction, cultural studies, and film.

EXPERIENCE

Whitewall Magazine

Contributor, Editorial Intern || January 2024-Present

- Write pieces for rapid publishing turnaround on subjects including design, art festivals, museum exhibitions, fashion week, and more.
- Conduct visits to art exhibitions, fashion events, etc., to offer digital coverage.
- Directly assist the editorial team with press correspondence, file organization, and image selections.

Pentimento Productions

Production Intern || May 2023-August 2023

- Assisted in numerous post-production duties for a forthcoming documentary series on a major streamer.
- Collected and organized all media materials in the film database with assets, including original video, archival images, and stock artwork.
- Logged all video timestamps to create extensive audio transcripts for the producing team.
- Conducted significant background research on the film's subject.

Discovery Land Company – Denton House Design Studio

Procurement Assistant || August 2020-June 2021

- Worked closely with senior designers and project managers to facilitate the installation and completion of residential design projects.
- Managed furniture design and production process, delivery dates, and home installation dates
- Coordinated with the accounting and billing departments to track all client budgets.
- Maintained and published weekly internal project updates.
- Worked alongside design vendors to stock materials library and present new products to our designers.

Receptionist, Office Manager || April 2019-August 2020

- Oversaw calendar for lead designers and office project supervisor and liaised with clients to arrange meetings.
- Prepared prospective client pitches, including editing digital decks and curating material samples.
- Acted as facilities manager for materials library and client meeting area.

EDUCATION

Fordham University - Lincoln Center, Class of 2025

- American Studies, *Cultural Products Concentration*. Minor in English, *Creative Writing*. Minor in Theology.

HONORS/PUBLICATIONS

2024 Featured in Whitewall Magazine for numerous arts and culture stories

2023 Dean's List for Academic Excellence

2023 Featured in Issue #1 of *Hot Pocket Magazine*

2022 Featured in *Poet's Choice* Anthology "Injury"

2022 Dean's List for Academic Excellence

2021 Dean's List for Academic Excellence

2021 Jogues Scholarship Award, Academic Excellence at Fordham University