

Cordelia Wilks

713-857-7052 • cordeliawilks@gmail.com • cordeliawilks.com

EDUCATION

Davidson College

Bachelor of Arts, Honors English, Minor in Film and Media Studies

Davidson, NC

Class of 2018

- Cum Laude, Abbott Scholar, Honors Thesis (documentary) completed May 2018
- Study abroad, **Stockholm School of Economics** in Stockholm, Sweden: coursework in Swedish literature and film

Fall, 2016

EXPERIENCE

Newman Law Firm

Office Assistant

Houston, TX

September, 2018 – Present

- Fielded all phone calls, coordinating schedules with clients, attorneys, courts, and personnel
- Maintained a clean, organized system within the firm, performing filing, billing, proofreading, and other administrative tasks, while ensuring the comfort of all who enter the office

Dr. Jamie Koufman – Simon & Schuster

Website Intern

Davidson, NC

November, 2017 – May, 2018

- Designed and coded a Wordpress-based website advertising *Acid Reflux in Children*, Dr. Koufman's new book
- Customized design to Dr. Koufman's personal tastes, creating a space functioning not just as promotion for the book, but as a resource for readers and parents interested in learning more or delving deeper into the book's topic

Davidson College Makerspace

Student Maker

Davidson, NC

March, 2017 – May, 2018

- Performed daily operation, upkeep, and maintenance of campus makerspace equipment
- Co-taught workshops involving makerspace tools for fellow students
- Wrote for makerspace blog, detailing experiences with projects using tools such as 3D printers, drones, and laser cutters

Stockholm International Film Festival

Catalogue/Festival TV Intern

Stockholm, Sweden

September – December, 2016

- Composed catalogue entries for short films and features including director biographies, filmographies, and film descriptions, in an effort to increase hype and drive audience interest
- Performed proofreading and fact checking of film festival catalogue entries written by non-native English speakers, making corrections and suggestions for improvement
- Operated DSLR camera, filming interviews, screenings, award ceremonies, and lectures with well-known industry personalities including Ken Loach, Francis Ford Coppola, and James Newton Howard, among others

Bleacher Report

Production Assistant

Charlotte, NC

April, 2016

- Served as PA for coverage of a Nike Football Invitational Opening Regional in Charlotte
- Assisted with specific player coverage and a live Facebook stream by guaranteeing camera footage of designated positions and drills
- Performed technical tasks for cameramen and producers, ensuring the safety and fulfillment of the production

CAMPUS & VOLUNTEER INVOLVEMENT

Libertas Magazine

Editor/Social Media Coordinator

Davidson, NC

Fall, 2015-May, 2018

- Reestablished and oversaw *Libertas* Facebook page to increase readership
- Oversaw increase of annual output from 3 issues to 8
- Reviewed and corrected grammar and content of submissions, designed layout using InDesign and Photoshop, and copyedited final drafts

Rusk Eating House

Member/Head of Conduct Council

Davidson, NC

Spring, 2015-May, 2018

- Oversaw incident reporting and by-law drafting processes, while ensuring students retained eligibility for sisterhood membership, and serving as a judicial oversight for all elected positions
- Organized and initiated charity events working toward the house goal of alleviating hunger in the Davidson area

SKILLS & INTERESTS

- Experienced and proficient in WordPress, Adobe Creative Cloud, and ghostwriting
- Social media (Instagram, Twitter, Facebook)
- Skilled in French and Swedish
- Interests in tennis and songwriting; currently drafting a memoir about jury duty