

THEAVOUTIRITSAS.COM
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THEA VOUTIRITSAS

EDUCATION

UMKC (Kansas City)

Aug. 2013 - May 2017

BA in English Language and Rhetoric;
Minor in Manuscript, Print Culture, and Editing

LEADERSHIP

Hogan Preparatory Academy

March 2016

I tutored 10th-grade students to improve their reading and writing skills.

Academy for Integrated Arts

March 2014

I helped a 2nd-grade class group-author a picture book. Each student received a hard-copy of the finished book.

Art Feeds

March 2013

I facilitated therapeutic art lessons, helped with grant research, and assisted in lesson planning.

FILM & VIDEO

Brush Marks by Matti Hayes

Assistant Director, 2020

KC WIFT's 2019 Best Screenplay (First Place).
Explores a tumultuous relationship between an artistic mother and daughter.

Kara by Thea Voutiritsas & Zachary Lampley

Co-writer/Producer, 2019

Independently produced. A post-grad woman entertains a cross-country bike-ride fantasy.

Baggage by Rondevu Pictures

2nd A.D., 2017

An entry for the KC 48-Hour Film Competition. A door to door hat salesman searches for the owner of a mysterious hat.

Earlybirds by Jeffrey Munding

2nd A.D., 2017

For an intermediate production class at UMKC. A young mother and her two children must remain on-the-move to avoid her violent spouse.

AWARDS

Sosland Journal

March 2016

This essay placed first in the advanced category by using personal narrative and case studies to explore the relationship between language, culture, and education.

EXPERIENCE

American Public Works Association

Production Editor, February 2019 - Present

I am responsible for all editing and production of APWA Press publications written by association volunteers and third-party authors. I plan and coordinate projects with staff, authors, and stakeholders for all activities related to preparing technical and managerial publications. In addition, I produce internal communications and provide editing services to our internal departments to ensure high-quality written materials.

Andrews McMeel Universal

Digital Content Intern, March 2018 - February 2019

I pitched, created, and published content for AMU's digital properties including creator/staff interviews, tutorials, press releases, and internal communications. I created and managed site content through our home-grown CMS and conducted competitive research as needed.

UMKC Women's Center

Blog Editor, September 2015 - May 2017

I assisted in events and projects to promote gender equity and violence prevention. My main responsibility was to manage the blog by writing, editing, and publishing all blogs (authored by myself or others). I also worked with the Director and Assistant Director to plan events, budget, and staff the center.

UMKC Writing Studio

Consultant, August 2015 - May 2017

Provided feedback on written work and provided guidance to improve their writing process. I helped students plan, write, edit, and submit assignments across a variety of subjects including essays, dissertations, resumes, cover letters, and creative works. I also conducted writing workshops for classes ranging from 10 to 100 students.

New Letters Magazine

Editorial Intern, August 2016 - December 2016

I reviewed unsolicited manuscripts for upcoming editions and novel-length works for BkMk Press, a sister company. I proofread accepted manuscripts according to AP Style and checked proof pages for formatting errors. I also wrote press releases for upcoming events and editions of the magazine.

American Educational History Journal

Editorial Assistant, January 2016 - May 2016

I copy edited and proofread academic articles for the American Educational History Journal according to the Chicago Manual of Style. I cross-checked the reference materials against in-text citations and primary sources. I then negotiated edits and suggested changes with authors via email.

HARD SKILLS

Writing	
Editing	
InDesign	
Photoshop	
Premiere Pro	
Wordpress	
MS Word	
MS Excel	
Familiar with MLA, APA, and Chicago Styles	

SOFT SKILLS

Communication	
Cooperation	
Organization	
Creativity	
Problem Solving	
Planning and Scheduling	
Flexibility	