

Kathryn Clark

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EDUCATION

UNIVERSITY OF TEXAS, Austin, Texas (Expected Graduation: May 2024)

Bachelor of Science in Communications & Leadership – Moody College of Communications

Minor in Leadership in Global Sustainability – McCombs School of Business & Moody College of Communications

Bachelor of Arts in Theatre & Dance (Stage Management) – College of Fine Arts

WORK EXPERIENCE

Academic Production Assistant

Texas Performing Arts, Austin, Texas

- Bridged communication between the Academic Production Manager and the College of Fine Arts staff, students, and faculty via e-mail and voice messaging resulting in increased efficiencies and improved completion times
- Developed new systems for data collection based on company needs and feedback that decreased manual data entry and improved accuracy
- Secured the scripts, performance, and music rights/royalty quotes for each Theatre & Dance production for venues with 150+ audiences
- Facilitated and finalized playbill creation for mainstage performances 2 weeks before printing
- Interfaced with the guest artists and assessed talent needs to prevent conflicts later in the process
- Charged inventory purchases to the corresponding areas and events
- Tracked inventory movement and decreased inventory loss and labor costs
- Coded card purchases to track expenses and create a purchasing record
- Managed student scheduling and time off

Cactus Café Events Manager

The University of Texas, Austin, Texas

- Created event marketing that doubled event attendance in one year
- Advised the Venue Manager to provide a student perspective and increase student engagement
- Interfaced with Talent as primary onsite contact and provided settlement at the end of each event
- Coordinated load in and load out logistics to ensure a smooth and timely transition process
- Anticipated risks and unique issues prior to and during the event, including ticketing, greenroom usage, and all building evacuations when needed
- Facilitated event updates between venue staff and the University Union management which increased staff awareness of duties and management awareness of operational improvements
- Implemented an emergency contingency plan that provides for clear communication and actions steps for employees and patrons

Student Production Assistant

HBO, Austin, Texas

- Scheduled and coordinated the load in and load out for HBO at Hogg Auditorium
- Liaison between HBO and University of Texas Student Unions during set up and filming
- Shadowed HBO industry professionals during filming and production
- Wrote and distributed daily reports that detailed any issues, successes, and needs from the day to increase efficiency and boost team morale

ACADEMIC PROJECTS

Cohen New Works Festival Production Manager

The University of Texas, Austin, Texas

- Scheduled and coordinated over 40 student led projects
- Managed seven areas and facilitated communication between team leads
- Reviewed each projects' paperwork for formatting and clarity then disseminated information to the proper area
- Oversaw hybrid committee meetings and summarized meetings with detailed notes

LEADERSHIP

Vice President of Event Management

Texas Alpha Delta Pi, Austin, Texas

- Successfully planned all aspects of three 350+ people events on time and within budget (\$36,000)
- Reduced overall event costs by researching seasonality in vendor pricing
- Identified vendors and venues and negotiated contract terms and agreements
- Led executive board approval of events and effectively communicated event details to members
- Developed budget with executive board to create memorable and unique events
- Proposed amendments to risk management program to increase member safety
- Prepared risk management flowchart that outlines appropriate actions during emergencies
- Collaborated with marketing team to increase event attendance and member retention by designing a cohesive brand, promoting social media engagement, and generating excitement prior to the event
- Managed the events team and fostered development through a collaborative and open atmosphere with bi-weekly meetings

Team Manager

Texas Wake, Austin, Texas

- Planned a collegiate wakeboarding competition with 14 colleges in attendance
- Organized weekly boat and cable practices that developed the team's skills

Lexus Eco Challenge

Frisco, Texas

- Taught community about challenges to local waterways and the reasons to preserve them
- Analyzed water samples to determine common pollutants
- Researched state policies and development plans that impacted access to clean water
- Raised over \$1,000 dedicated to providing clean water to struggling communities globally
- Donated +400 life straws to areas impacted by Hurricane Harvey and coordinated their delivery with US Airforce
- Designed a website with information about the project's impact, water filtration, and
- Wrote and presented a Ted Talk expanding the project's reach and increasing awareness
- Built infrastructure that increased clean water access in Nicaragua

TEACHING EXPERIENCE

Water Safety Instructor

City of Frisco, Frisco, TX

- Certified to teach private and group swim instruction classes from Pre-School to Adult
- Teach K-12 and adults learn-to-swim and water safety courses
- Ensures patron safety by strictly enforcing aquatic facility policies, rules, and regulations

- Performs CPR, Rescue Breathing or First Aid as needed
- Provides for the health and safety of participants, including ensuring that all teaching and practice areas are free of hazards, and that materials and equipment are safe
- Assists in the maintenance of daily class attendance
- Communicates daily with participants and their parents, as appropriate, to ensure they are aware of course progress
- Helps in the daily pool equipment setup and clean up after each session

CREDENTIALIALS

Notable Accomplishments: University Honors (5 semesters)

Information Technology Skills: Adobe Photoshop, Premier, & Lightroom, OBS Studio, Website Editing, Microsoft Office Suite, Canva, Trello, Slack, Vector Works,

Social Media: YouTube, Instagram, Twitch, Vimeo, Snapchat, Pinterest, Blogger, Wix

Events & Entertainment: Live & Virtual Events, Stage Management, Vendor Management, Risk Management,

Language: Proficient in German, Basic Spanish

Certificates: Red Cross CPR & AED Certified, Red Cross Water & Safety Instructor Certified, Texas Alcohol and Beverage Certification