

Kat Swank

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EDUCATION

Bucknell University (Lewisburg, PA)
Bachelor of Arts in Psychology and Theatre, Magna Cum Laude
Dean's List and Arts Merit Scholar 2016-2020

May 2020

Boston University (London, England)
Studied abroad through Boston University's London Internship Program

Spring 2019

WORK EXPERIENCE

Internships

Zoe Elle Co (Remote)

August 2020-Present

Marketing Coordinator

- Lead the Social Media Team
- Manage outreach for brand partnerships
- Interview brands for editorial articles and IG Live Sessions
- Aid with sales pitches, developing decks and campaign strategies

Shakespeare Theatre of New Jersey (Madison, NJ)

Summer 2019

Directing Intern (Summer Professional Training Program)

- Assistant Director to Brian B. Crowe on STNJ's production of *William Shakespeare's Long Lost First Play (abridged)* by Austin Tichenor and Reed Martin
- Responsibilities included: drafting notes for Director, participated in production meetings, worked with costume and props departments, tracked changes in the script, assisted with production research

Park Theatre (London, England)

Spring 2019

General Intern

- Researched and compiled lists of donors and other grant-giving bodies to support the education department
- Called, organized, and scheduled educational tours and classes for local schools and guests
- Wrote and adapted contracts for cast members and creative teams on upcoming projects
- Read scripts for artistic feedback, compiling props and costume lists

Customer Support Experience

Summer 2017 - 2018

Urban Outfitters *Sales Associate* (Palo Alto, CA), Jamba Juice *Team Member* (Los Gatos, CA)

EDUCATION EXPERIENCE

Bucknell University (Lewisburg, PA)

President/Treasurer/Social Media Manager - We Brake For Nobody Improv Comedy Team **2016-2020**
○ Supported the troupe with creating show setlists, developed the show themes, arranged publicity and advertising, booked event space, managed the budget, and performed in the shows (four per year)

Director/Assistant Director/Writer

2017-2020

- Directed 2 showcases as a part of Bucknell University's 2017-2018 season
- Assistant directed 2 of Bucknell University's Mainstage productions
- Contributed to writing the devised production, *Unheard/Unspoken* (2020), performed in it at Bucknell University, and was a finalist at the Kennedy Center American College Theatre Festival Region 2

SKILLS & LEADERSHIP

Skills Twitter, Instagram, Facebook, TikTok, Snapchat, WordPress, Wix, Microsoft Office, Google Drive, Google Analytics, Photoshop, Canva, Adobe Photoshop

Leadership Fall Philanthropy Director for Delta Gamma Sorority, Astronomy Department Teacher's Assistant