

KATE HAYES

KATEHAYES.ME



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LINKEDIN.COM/IN/KATE-R-HAYES

CAREER SKILLS

Leadership & Team Management
Public Speaking & Presentation
Project Management
Office Organization
Problem Solving

COMMUNICATION SKILLS

Accomplished Writer
Fluent Communication
Editing and Organization
Publications Management

English (native speaker)
French (3 year resident in France)

THEATER SKILLS

10+ years of professional on-stage acting experience. Headlined multiple main stage productions. ('Best of the South Sound' actress)

EXPERIENCE

ART GALLERY CURATOR ASSISTANT

STEPHEN LAWRENCE GALLERY / UNIVERSITY OF GREENWICH 2022

Curatorial intern responsible for opening and closing the gallery each day, providing support/information to visitors and assisting in curation planning and visual arts exhibition organization and preparation.

EDITORIAL ASSISTANT / BESTSELLING BOOK

PROFESSIONAL NOVELIST / FLIGHT, THE EAGLE TREE 2022

Editorial assistant responsible for reading and editing early drafts of five manuscripts, providing copyediting and plot analysis, communications with publishers, reading of books in French translation and editorial guidance.

COORDINATOR / STUDENT SERVICES

MARSH CHAPEL / BOSTON UNIVERSITY 2021-2022

Office planning assistant responsible for organization needs, chapel services.

PROFESSIONAL WRITING TUTOR / ACADEMIC

DEPT OF ART HISTORY / BOSTON UNIVERSITY 2021-2022

Faculty-selected paid writing tutor for Art History department. On site in-person work with undergraduates on writing fluency, editing.

OFFICE ASSISTANT / REGIONAL SUPPLIER

CRA PARTS, OLYMPIA WA 2020-2021

Professional office assistant responsible for organizing information systems, invoice filing, spreadsheet and office database input, mail delivery.

STAGE MANAGER / PROFESSIONAL THEATRE

LAKWOOD PLAYHOUSE, LAKWOOD WA 2019

Technical supervisor for mainstage productions. Hands-on management of live theater performances. Problem-solving under pressure.

DIRECTOR / SUMMER CHILDREN'S THEATER

CREATIVE THEATER EXPERIENCE 2016-2018

Supervisor of up to 200 young people in arts/theater activities over 3 years of 12-week summer theater sessions. Producer & theater director.
Paid full-time summer position over 3 years. Competitively selected.

HONORS

WHITAKER FOUNDATION AWARDS

ART HISTORY - HONORABLE MENTION 2022

Competitively selected in nationwide competition as one of four winners of undergraduate awards for Scholarship in Art History.

SHAKESPEARE SUMMER SEMINAR

OREGON SHAKESPEARE FESTIVAL 2017

Competitively selected as member of the 2017 OSF cohort.

EDUCATION

B.A. / HONORS (3.8) / BOSTON UNIVERSITY 2022

B.A. / HONORS (3.9) / AMERICAN UNIVERSITY IN PARIS

2 years of full-time honors study at AUP. Transferred to Boston University