KATE SEO

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EDUCATION

BOSTON UNIVERSITY <div align="right">Boston, MA</div>
Bachelor of Arts in Computer Science, Minors in Advertising & Entrepreneurship Expected May 2026
Cumulative GPA: 3.66 [Dean's List 3 semesters]

RELEVANT EXPERIENCE

SPARK! Boston, MA
Community Ambassador Jan 2023 – Present
- Collaborate weekly with a team of 5 ambassadors to plan and execute community-building events that enhance engagement and foster a cohesive community for 200+ diverse students in tech
- Strategize and coordinate catering and activities for "Cookie O' Clock," a weekly event that attracts 40+ non-affiliated students to the Spark! space, thereby strengthening connections with the broader BU community
- Oversee event logistics, ensuring timely execution, and effectively allocating budget and resources to maximize event success

BOSTON UNIVERSITY FITNESS & RECREATION CENTER Boston, MA
Facilities Supervisor Sep 2022 – Present
- Manage equipment rentals, POS purchases, and audits to ensure efficient operations and accurate business records
- Address membership and policy inquiries, providing clear information to enhance customer satisfaction and foster positive relationships
- Supervise patron check-ins, ensuring accurate tracking of building occupancy and promoting a safe and organized environment

OPENLAKE New York, NY
Web Design Apprentice Jul 2023 – Aug 2023
- Redesigned the website for OpenLake, a data access startup, to make their website look clean, professional, and effortless to navigate
- Designed a user-friendly query builder, facilitating easy data access for users of all skill levels
- Met with the client weekly to refine Figma prototypes to align with business goals

RELEVANT ACADEMIC PROJECT

SUSTAINABLY MADE Jan 2023 - May 2023
- Designed an app for discovering and reviewing local sustainable businesses, aiming at reducing users' carbon footprints
- Conducted user interviews and competitive analysis to inform design decisions, create user personas, and to gain a nuanced understanding of the app's market and target audience
- Used Agile methodology to design, test, and iterate through multiple rounds of low-fi and hi-fi prototypes, resulting in enhanced usability, accessibility, and overall aesthetic that delivered an optimal user experience

LEADERSHIP EXPERIENCE

HACK 4 IMPACT Boston, MA
Director of Marketing May 2024 – Present
- Designed a new logo, marketing materials, and engaging social media content using Adobe Photoshop, boosting campus visibility and creating a recognizable brand identity to increase event attendance and membership
- Created and manage the club's LinkedIn page to showcase achievements and connect with alumni and potential project clients, enhancing the club's professional image and online presence

Director of Community Affairs Sep 2023 – May 2024
- Organized and hosted monthly events including alumni panels, resume workshops, and networking events, enhancing professional development for 50+ students and leading Hack 4 Impact to be the STEM club with second highest event attendance on campus
- Made executive decisions on event logistics, organized catering, prepared slideshow materials, and communicated with external partners, ensuring seamless execution and high student engagement at each event

GIRLS WHO CODE
Bytes Facilitator Sep 2023 – Nov 2023
- Designed and delivered comprehensive 1-hour lessons on Python, covering fundamental topics such as data types and loops, building a strong coding foundation for 13 third and fourth grade female learners
- Actively mentored and addressed students' questions, provided constructive feedback, and ensured clarity in concepts, cultivating a nurturing atmosphere that empowered girls to confidently pursue coding and technology

SKILLS

Technical Skills: Python; Java; HTML/CSS; Javascript; React; React Native; Git; Assembly; Figma; Adobe Creative Suite; UX Research
Languages: Fluent in English; Conversational Proficiency in Korean