KATE SEO

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EDUCATION

BOSTON UNIVERSITY   Boston, MA
Bachelor of Arts in Computer Science, Minors in Advertising & Entrepreneurship   Expected May 2026
Cumulative GPA: 3.66 [Dean's List 3 semesters]

PROFESSIONAL EXPERIENCE

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
- Assist patrons with membership and policy inquiries, enhancing customer satisfaction
- Supervised patron check-ins, maintaining an accurate record of building occupancy

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

UNIVERSITY PROJECTS

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
- Created and tested a hi-fi Figma prototype, improving usability, accessibility, and overall aesthetic

AI CONNECT FOUR OPPONENT   Dec 2022
- Developed a Connect Four game in Python, including board management and coding an AI opponent algorithm
- Enhanced the AI to predict and counter user moves, increasing game difficulty and engagement

ACTIVITIES

HACK 4 IMPACT   Boston, MA
Director of Marketing   May 2024 – Present
- Designed a new logo and marketing materials using Adobe Photoshop, boosting campus visibility and creating a recognizable brand identity
- Created and manage LinkedIn page, connecting with alumni and showcasing club achievements to align with the club's professional goals

Director of Community Affairs   Sep 2023 – May 2024
- Organize and host monthly events including alumni panels, resume workshops, and networking events, enhancing professional development for 50+ students in tech
- Make executive decisions on event logistics, organize catering, prepare materials, and communicate with external partners to ensure every event runs smoothly with high student engagement

BOSTON UNIVERSITY SPARK!   Boston, MA
Community Project Manager   May 2024 – Present
- Lead a team of six ambassadors in planning and executing weekly community events
- Conduct weekly team meetings to assign tasks, check progress, review accomplishments, and improve event outcomes

Community Ambassador   Jan 2023 – May 2024
- Meet weekly with group of 5 ambassadors to organize community building events for an organization of 200+ diverse students in tech
- Plan catering and games for Cookie O' Clock, a weekly social event that brings Spark! un-affiliated students into the Spark! space and strengthens the organization's bond with the greater BU community
- Plan and host internal events like ambassador outings, picnics, and appreciation parties to improve organizational cohesion

SKILLS

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