Katherine (Kate) Ruddy

Boston, MA

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EDUCATION

Boston University College of Communication, Boston, MA   Aug. 2021-Dec. 2023
Bachelor of Science in Advertising
Cumulative GPA: 3.53
Activities: HerCampus, AdClub, The Daily Free Press, Pre-Law Society

Wagner College, New York, NY   Aug. 2019-Dec. 2020
Coursework toward Bachelor of Arts in Theatre Studies
Concentration: Performance
Cumulative GPA: 3.65
Activities: Completely Student Productions, Student-Run Musical Theatre

EXPERIENCE

Vensure Employer Services, Hopkinton, MA (Hybrid)   February 2023-present
Marketing Intern
- Worked under the VP of Growth Marketing
- Created on-brand email copy for Vensure's multiple division partners, taking into account their specific identities
- Analyzed and interpreted data sets to derive insights and make data-driven decisions
- Audited multiple division partner's websites, using my knowledge of web development coding languages

The Captain Kidd Restaurant and Bar, Woods Hole, MA   June 2020-Nov. 2022
Social Media Manager   *April-August 2022*
- Posted to Facebook, Instagram, and Tik Tok on the restaurant's behalf
- Created promotional graphics
- Collaborated with local photographers
- Responded to customer inquiries and complaints

Assistant Manager   *July-August 2022*
- Opened the restaurant one day per week
- Directed a team of 10 front-of-house staff
- Resolved customer and staff concerns
- Delegated closing and opening work
- Handled and recorded tip payouts and bar bags

Server/Bartender/Host
- Served lunch and dinner to up to 30 guests at a time
- Memorized details about food and drink offerings in order to give specialized recommendations
- Maintained a welcoming environment and positive attitude

SKILLS

Computer: Canva, Adobe Creative Suite, Marketo, Microsoft Office, Qualtrics, SPSS, Web Development Coding Languages (HTML, CSS, JS)
Social Media: Meta Business Suite, Tik Tok and Youtube Analytics
Language: Reading and Writing Ability in French