

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: 3.35

Activities: HerCampus, AdClub, The Daily Free Press

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

The Captain Kidd Restaurant and Bar, Woods Hole, MA

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 June 2020-Nov. 2023

- 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

Abercrombie & Fitch, Natick, MA Nov. 2019-Feb. 2020

Brand Associate

The Boathouse at Pier 37, Falmouth, MA July-Aug. 2019

Host

Tilly & Salvy's Bacon Street Farm, Natick, MA July 2017-June 2019

Cashier

SKILLS

Computer: Canva, Adobe Premiere Pro, Microsoft Excel, Qualtrics, SPSS, HTML/CSS, JS

Social Media: Familiar with Meta Business Suite, Tik Tok, and Youtube Analytics

Language: Reading and Writing Ability in French