

KATARINA GLIGORIJEVIC

438-884-7843 // kat.gligorijevic@mail.utoronto.ca // stadtkat.com

SUMMARY OF SKILLS

- Strong oral and written communication skills
- Excellent organizational skills, attention to detail and time management
- 1+ years in communications: content management and email outreach
- 3+ years in research: essay/report writing, data collection and analysis
- Proficient in Microsoft Office, Adobe InDesign, basic HTML/CSS
- Languages: Intermediate French and German

EDUCATION

MA Human Geography, University of Toronto // 09/2016

- Specialty areas: music policy, nightlife, creative cities
- Designed and conducted a case study on Montreal's electronic music scene: collected and analyzed qualitative data with a high degree of accuracy
- Produced written research report and presented findings at the 2016 American Association of Geographers conference

BA Honours Sociology, McGill University // 06/2014

- Minors: German Language and Philosophy
- Achieved 3.88 GPA, recognized on the Dean's Honour List
- Participated in a year-long student exchange at the Free University in Berlin

COMMUNICATIONS & OUTREACH

Content Manager, Ontario Cultural Attractions Fund // 07/2017 - Present

- Manage biweekly email newsletter: check database for funded events, create and edit copy, gather visual content, communicate announcements
- Designed email template (MailChimp) and infographic (Adobe InDesign)
- Designed interactive map of OCAF-funded events (Mapbox API)

External Outreach Coordinator, Cities of the Future // 01/2017 - 04/2017

- Developed and executed an external outreach strategy for the first edition of a forward-thinking symposium on cities, innovation and entrepreneurship
- Managed positive relationships with speakers, partners and volunteers

Global Outreach Coordinator, Jane's Walk // 01/2015 - 05/2015

- Conducted email outreach to effectively improve the global reach of the festival
- Managed relationships with 100+ partner organizations in North America, acting as the first-point-of-contact for technical and coordination questions
- Managed database with partner information

RESEARCH

Freelance Researcher, Creative Footprint // 11/2017 - Present

- Consult online sources (official websites, social media, news sites) and individuals (venue owners, promoters) to collect accurate data on music venues in NYC
- Update Google Sheets database with information on location, age, type, and popularity of 120+ venues under tight time constraints

Research Analyst, Decode // 02/2017 - 04/2017

- Analyzed survey and interview data as part of the Open Cities research project: defining what 'openness' means to youth in five major American cities
- Presented findings as concise and engaging research insights at weekly meetings
- Assessed survey design and identified areas for improvement

Research Assistant, University of Toronto // 06/2015 - 12/2015

- Conducted secondary research under tight time constraints: produced a comprehensive list of relevant academic and newspaper sources, as directed
- Prepared articles for publication by meticulously formatting text and bibliographies according to journal guidelines

TEACHING

Coach, Hatch Canada // 02/2017 - 06/2017

- Instructed Javascript to students aged 7-17 in a self-paced learning environment
- Monitored student progress and set individualized goals to encourage development of problem-solving and creative thinking skills

Youth Outreach Volunteer, Trip! Project // 10/2016 - 02/2017

- Completed 30h training program on peer support and harm reduction strategies to ensure provision of effective, responsible outreach at electronic music events
- Helped research and write educational materials to ensure information was accessible and relevant to members of different dance music communities

Teaching Assistant, University of Toronto // 09/2014 - 06/2016

- Led partner/group activities in weekly tutorials in order to improve student engagement with course material and increase comprehension
- Provided individual instruction and guidance during weekly office hours
- Graded essays and provided clear, constructive feedback