

Kathryn Harcraft

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(757) 373-2218

PERMANENT ADDRESS

907 Tillman Arch
Chesapeake, VA 23322

SCHOOL ADDRESS

1701 College Ave, UMW Box 1256
Fredericksburg, VA 22401

EXPERIENCE

Digital Knowledge Center , Fredericksburg, VA — *Tutor*

DECEMBER 2017 - PRESENT

- Lead tutoring sessions with UMW students about digital projects they're working on for class
- Employee status: Semesterly, 6+ hours/week

Fredericksburg and Spotsylvania National Military Park, Fredericksburg, VA — *Facility Management Intern*

JANUARY 2018 - APRIL 2018

- 10+ hours/week
- Assignments including copying, filing, database maintenance, creating informational presentations and inventories
- provide overall support to division personnel

Cinema Cafe, Chesapeake, VA — *Ticket Seller*

NOVEMBER 2015 - PRESENT

- Customer service: welcome over 1000 guests a day, respond to problems regarding the theater (tickets, in-movie experience, food service), answer phone calls, troubleshoot online problems
- Sales: sell movie tickets and gift cards
- Sanitary conditions: fully clean and maintain restrooms, lobby, and building exterior
- Employee status: seasonal, part-time during school breaks, 30-40 hours/week

EDUCATION

University of Mary Washington, Fredericksburg, VA — Bachelor of Arts Majors:

Communication and Digital Studies

English: Creative Writing

AUGUST 2016 - EXPECTED GRADUATION MAY 2020

- **Academic Awards & Honors:** Dean's List, Presidential Scholarship, Amanda E. Dresser '95 Scholarship
- **GPA:** 3.88

SKILLS

Customer service experience

Computer skills:

Image, audio, and video editing; WordPress; proficient in Microsoft Office; programming (HTML/CSS, Python)

Communication (written and verbal)

Leadership

UMW Whovians

Vice President

Club Quidditch

Secretary

Campus Christian Community

Ministry Team

Member

(Webmaster)