

Katherine Huntwork

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PROFILE

Sophomore at Howard University pursuing a BFA in Communication & Product Design with a Philosophy minor.
Seeking full or part-time summer internships for the upcoming year.

EDUCATION

High School Diploma

Oct 2020 – May 2024

Southridge High School, Beaverton, OR

Bachelor of Fine Arts in Design, Philosophy Minor

Aug 2024 – Present

Howard University, Washington, DC

SKILLS

- Extensive fine arts training (10+ years)
- Social media content creation
- Adobe Creative Suite
- Microsoft 365 and Google Workspace
- Leadership and enthusiastic collaboration
- Multitasking and time management
- Written and verbal communication
- Consistency and attention to detail
- Equanimity and adaptability
- Confident and effective public speaker

WORK EXPERIENCE

Private Commissions

Dec 2024 – Present

Freelance, Washington, DC

- Design custom logos, marketing graphics, and other digital assets tailored to client needs
- Create scalable vector illustrations and prepare files for both print and digital use
- Collaborate with clients to brainstorm concepts and translate complex ideas into polished visuals
- Deliver projects on deadline while maintaining clear communication and client satisfaction

Administrative Assistant

June 2025 – Aug 2025

Art World School, Portland, OR

- Managed phone inquiries, student enrollment, and record-keeping for Summer Camp program
- Maintained daily student rosters and ensured clear communication between teachers and parents
- Served as substitute teacher when needed, conducting lessons whilst maintaining classroom order
- Utilized fine arts background to compile lesson plans and make project examples for all skill levels
- Assisted with fine arts classes, providing hands-on instruction and guidance to students

Team Manager

Feb 2024 – Aug 2024

Emler Swim School, Portland, OR

- Communicate effectively and compassionately with parents and guardians
- Adapt to ever-changing work environments with patience and flexibility
- Lead employee workshops and skill training sessions
- Monitor, adjust, and record pool chemical levels
- Respond to emergencies by calling codes, handling cleanups and evacuations, and alerting ETS

Customer Service Representative

Jan 2024 – Aug 2024

Emler Swim School, Portland, OR

- De-escalate conflicts with clarity, empathy, and efficiency
- Manage high task loads with professionalism and composure
- Promote registration to new and returning customers
- Maintain facility cleanliness and restock supplies as needed

Children's Swim Instructor

Jan 2023 – Aug 2024

Emler Swim School, Portland, OR

- Teach swim lessons for children ages 3 and up
- Guide parents and infants (2 months - 3 years) in water acclimation
- Assist in coaching the competitive swim team
- Support anxious or aqua-phobic children to ensure a safe, positive experience

UNPAID INTERNSHIPS & COMMUNITY SERVICE

Digital Media Intern

Jan 2025 – Present

Howard University CASCADE Club, Washington, DC

- Design promotional graphics for events, meetings, and social media
- Collaborate with the executive board on digital marketing strategies
- Create engaging visuals using Adobe Illustrator, Photoshop, and Canva
- Revise designs based on feedback to align with advocacy goals
- Ensure accessibility with clear typography and readable layouts

Youth Volunteer & Team Lead

Dec 2019 – Aug 2024

Oregon Humane Society, Portland, OR

- Canine and feline training and enrichment
- Cleaning kennels and general facility maintenance
- Youth volunteer education and shift management
- Facilitating adoptions

AWARDS

91st Annual Art Students Exhibition Winner

Feb 2025

Howard University Department of Art

- 1st Place in Design
- 2nd Place in Drawing

Senior Arts Award Winner

May 2024

Southridge High School

- Award annually to one graduating senior who demonstrates exceptional ability in the arts

36th Annual Senior Art Scholarship Winner

Apr 2024

Herzog-Meier Auto Center

- Awarded \$1,000 to pursue higher education in the arts

Visual Arts Scholarship Winner

Apr 2024

City of Beaverton Youth Arts Awards

- Awards \$2,500 to pursue higher education in the arts

EXHIBITIONS

Howard University x Air Jordan x DTLR: Concord 11 'Rare Air' Homecoming Drop	Oct 2025
Howard University Department of Art 91st Annual Art Students' Exhibition	Feb 2025
Southridge High School All-Student Visual Art Showcase 2024	May 2024
36th Annual Herzog-Meier Senior Art Showcase	Apr 2024
City of Beaverton Youth Arts Awards Showcase	Apr 2024
International Baccalaureate (IB) Visual Arts Portfolio Exhibition	Apr 2024
Southridge High School All-Student Visual Art Showcase 2023	May 2023
Southridge High School All-Student Visual Art Showcase 2022	May 2022