

# Katherine Huntwork

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## PROFILE

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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

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### High School Diploma

*Southridge High School, Beaverton, OR*

Oct 2020 – May 2024

### Bachelor of Fine Arts in Design, Philosophy Minor

*Howard University, Washington, DC*

Aug 2024 – Present

## SKILLS

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- 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

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### Private Commissions

*Freelance, Washington, DC*

Dec 2024 – Present

- 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

*Art World School, Portland, OR*

June 2025 – Aug 2025

- 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

*Emler Swim School, Portland, OR*

Feb 2024 – Aug 2024

- 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

<b>Customer Service Representative</b> <i>Emler Swim School, Portland, OR</i>	Jan 2024 – Aug 2024
<ul style="list-style-type: none"> <li>• De-escalate conflicts with clarity, empathy, and efficiency</li> <li>• Manage high task loads with professionalism and composure</li> <li>• Promote registration to new and returning customers</li> <li>• Maintain facility cleanliness and restock supplies as needed</li> </ul>	

<b>Children's Swim Instructor</b> <i>Emler Swim School, Portland, OR</i>	Jan 2023 – Aug 2024
<ul style="list-style-type: none"> <li>• Teach swim lessons for children ages 3 and up</li> <li>• Guide parents and infants (2 months - 3 years) in water acclimation</li> <li>• Assist in coaching the competitive swim team</li> <li>• Support anxious or aqua-phobic children to ensure a safe, positive experience</li> </ul>	

## UNPAID INTERNSHIPS & COMMUNITY SERVICE

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<b>Digital Media Intern</b> <i>Howard University CASCADE Club, Washington, DC</i>	Jan 2025 – Present
<ul style="list-style-type: none"> <li>• Design promotional graphics for events, meetings, and social media</li> <li>• Collaborate with the executive board on digital marketing strategies</li> <li>• Create engaging visuals using Adobe Illustrator, Photoshop, and Canva</li> <li>• Revise designs based on feedback to align with advocacy goals</li> <li>• Ensure accessibility with clear typography and readable layouts</li> </ul>	

<b>Youth Volunteer &amp; Team Lead</b> <i>Oregon Humane Society, Portland, OR</i>	Dec 2019 – Aug 2024
<ul style="list-style-type: none"> <li>• Canine and feline training and enrichment</li> <li>• Cleaning kennels and general facility maintenance</li> <li>• Youth volunteer education and shift management</li> <li>• Facilitating adoptions</li> </ul>	

## AWARDS

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<b>91<sup>st</sup> Annual Art Students Exhibition Winner</b> <i>Howard University Department of Art</i>	Feb 2025
<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Place in Design</li> <li>• 2<sup>nd</sup> Place in Drawing</li> </ul>	

<b>Senior Arts Award Winner</b> <i>Southridge High School</i>	May 2024
<ul style="list-style-type: none"> <li>• Award annually to one graduating senior who demonstrates exceptional ability in the arts</li> </ul>	

<b>36<sup>th</sup> Annual Senior Art Scholarship Winner</b> <i>Herzog-Meier Auto Center</i>	Apr 2024
<ul style="list-style-type: none"> <li>• Awarded \$1,000 to pursue higher education in the arts</li> </ul>	

<b>Visual Arts Scholarship Winner</b> <i>City of Beaverton Youth Arts Awards</i>	Apr 2024
<ul style="list-style-type: none"> <li>• Awards \$2,500 to pursue higher education in the arts</li> </ul>	

## EXHIBITIONS

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