

# Kathleen Thrane

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## Highlights

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- Proficient in the use Adobe Premier, Adobe Lightroom, and Microsoft office
- Previous experience editing, writing, researching, and working under deadline
- Dedicated work ethic with excellent attention to detail and strong organizational skills
- Cross-cultural communication skills and experience working with individuals from diverse backgrounds

## Education

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**Boston University**, *Bachelor of Science in Journalism*, Boston, MA, Expected 2020

- Art History focus

## Relevant Experience

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**Office of Congressman Erik Paulsen**, *Intern*, Washington, D.C., May 2018-August 2018

- Led groups of constituents for Capitol tours and provided them with historical information, answered questions, and represented the district
- Attended briefings and wrote memos for the Congressman and provided high quality customer service over the phone to constituents and managed challenging conversations

**Sigma Kappa Sorority**, *Member and Continuing Membership Chair*, Boston, MA, January 2017-Present

- Plan and execute 4 recruitment events per semester for approximately 25 people per event
- Managed social media accounts (Tumblr, VSCO, Instagram)
- Support philanthropic efforts by organizing and participating in events for the Alzheimer's Association, the Main Seacoast Mission, and the Sigma Kappa Foundation

**Her Campus**, *Writer and Editor*, Boston, MA, January 2017-Present

- Write one article per week for the website devoted to college women's interests
- Edit five articles by different writers per week
- Attend and support events to raise money for Her Campus at Boston University
- Pitch articles ideas once a week

**The Daily Free Press**, *Features Writer*, Boston, MA, September 2017-Present

- Write two articles per month covering various events on campus including student protests and student-run performances
- Pitch ideas for the newspaper at weekly meetings
- Communicate effectively with my editor to meet deadlines

**The Buzz Magazine**, *City Editor and Writer*, Boston, MA, January 2018-Present

- Write one article per week on events happening in Boston
- Assign writers to write articles and edit their work
- Organize and hold pitch meetings for the City Section
- Recruit new writers through events on campus