Kara Hankard

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Experience

Education Committee Member | Treehouse Shakespeare Ensemble | May 2022 – present | Staunton, Virginia
- Wrote iambic pentameter worksheet
- Developed iambic pentameter workshop lesson plan
- Gave constructive feedback on magazine materials and lesson plans written by fellow committee members

Teaching Assistant: Undergraduate Directing | Mary Baldwin University | Spring 2023 | Staunton, Virginia
J.P. Scheidler
- Kept track of students' attendance
- Alerted instructor when students might need a check-in due to low attendance
- Close read syllabus and added modules to Blackboard to clarify assignment requirements and due dates

Teaching Assistant: Graduate Research Methods | Mary Baldwin University | Fall 2022 | Staunton, Virginia
Dr. Paul Menzer
- Kept track of students' weekly discussion post participation through google sheet
- Alerted instructor when students might need a check-in due to low discussion post participation
- Created and managed google drive folders to gather student assignment submissions in one place
- Close read syllabus and offered suggestions for clarification, streamlining, and missing or incorrect information
- Gave feedback on course readings to improve comprehension and workload for students

Graduate Fellow: Co-Literary Coordinator | Mary Baldwin University | August 2020 – May 2022| Staunton, Virginia
- Wrote Folio articles for the Mary Baldwin University Shakespeare and Performance website
- Edited the articles written by my fellow co-literary coordinator and any submissions from other students
- Recruited fellow students to write articles

Assistant Manager | New York Kids Club | December 2016 – July 2017 | New York, NY
- Managed finances by compiling, organizing, and submitting receipts to accounting via Concur
- Answered phones, connected people to resources, updated files, and ordered supplies via Negotiatus
- Initiated marketing strategies to increase class enrollment and sales
- Designed flyers, coordinated marketing strategies, and scheduled meetings with shared Google Applications (Docs, Sheets, Calendar, Drive)

Nanny | Mary Baldwin University | October 2013 – December 2016| New York, NY
- Planned age-appropriate activities that boosted self-esteem and creativity
- Solved problems creatively and supervised conflict resolution

Technical Skills
- Microsoft Office, Concur, Negotiatus, Shiftboard, shared Google Files, Outlook
- Web Page Creation and Editing Software (Wix.com, Facebook, Instagram, Twitter, Squarespace)
- Typing 75 WPM

Languages
- Conversational French
- Basic Spanish and Basic American Sign Language

Education

Master of Fine Arts in Shakespeare and Performance from Mary Baldwin University — Expected Graduation May 2023
Master of Letters in Shakespeare and Performance from Mary Baldwin University — Graduated May 2022
Bachelor of Arts in Theater Arts with Acting focus from Pace University — Graduated May 2012