

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 Negotiatius
- 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, Negotiatius, 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

Graduated 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