

Kate Brown

(207) 939-7256 @katebrown@gmail.com Boston

EXPERIENCE

Digital Product Management Co-op

National Geographic Education

07/2016 - 12/2016 | Boston, Mass.

- Collaborated on QA and UX work flow for novel app product
- Developed graphic design for digital supplements
- Edited online workbooks and classroom presentation tools for 8 product releases
- Implemented audio and video captions to enhance language comprehension

News & Product Development

CivicUp

11/2014 - 12/2015 | Remote work

- Worked closely with early state civic tech startup team to build an online platform for civic engagement
- Iterated product coverage and tone for news team Spearheaded curated newsletter research and design
- Created and conducted early user survey to inform social & communication strategy

Summer Associate

Dept. of Economic Development, City of Saco

04/2015 - 08/2015 | Saco, Maine

- Worked directly with Director on infrastructure planning for Saco's first start-up competition
- Developed & conducted downtown Business Inventory and Business Needs Assessment Surveys
- Took on Interim Executive Director position of "Saco Main Street", a partner in the National Main Street Center. Responsible for the organization's event management, public outreach, and attending meetings with city stakeholders

Field Organizer

Cutler for Maine

12/2013 - 11/2014 | Portland, Maine

- Recruited and trained volunteers for Maine's two most populated counties
- Scheduled and managed bi-weekly phone banks and weekly neighborhood canvas events
- Managed campaign's Field, Finance, and Communication's volunteers workflow; ensuring all were appropriately trained and engaging voters

Tutor and Academic Coach

JBG Educational Group

02/2013 - 12/2013 | Greater Boston

- Tutored high school, middle, and elementary school students in academic subjects, primarily mathematics
- Prepared students for SAT and ACT tests by establishing benchmarks, setting goals, and reviewing practice tests
- Coached and customized study habits for students with executive functioning and other learning disabilities

Client Service Associate

Motus LLC (formerly CRS, Inc.)

02/2011 - 03/2013 | Newton, Mass.

- Managed client relationships using program's proprietary web-based and mobile software
- Provided instruction to resolve technical and interactive client issues
- Joined product team QA ahead of new releases and bug fixes

Research Associate

Chatham Partners

06/2010 - 02/2011 | Waltham, Mass.

- Scheduled and conducted in-depth telephone interviews with corporate decision makers
- Analyzed data on web-based portal and Excel databases for client use
- Prepared client deliverables and reports

TOOLS

Design

Sketch

InVision

Framer

Zeplin

Adobe Creative Suite

Balsamiq

Development

HTML

CSS

Javascript

Sublime

GitHub

Jira

Data

SQL

Tableau

UX Methods

Journey Maps

Paper Prototyping

Card Sorting

Ethnography

Task Analysis

Storyboarding

Persona Creation

Interviewing

EDUCATION

Journalism & Innovative Media

Northeastern University

2015 - 2017

Anthropology

Bates College

2004 - 2008

CURRENT VOLUNTEERING

BOLD Class Volunteer

Bates College

2011 - ongoing

Act as a class agent to raise money for endowment