

# CATHERINE BLAKE SMITH

## WEB DESIGNER

Focus on project management and internal site redesign. Six years experience in strategic planning, volunteer management, and collaborating on innovative, detail-driven interdisciplinary projects.

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growingwillow.com

## SEATTLE CENTRAL COLLEGE September 2017 to Present

### WEB DESIGNER

App/Website – Mind Your Time App [tinyurl.com/mindyourtime](http://tinyurl.com/mindyourtime)  
New Design – Other Voices Calendar [nwtheatre.org](http://nwtheatre.org) (pending)  
Redesign – Seayoung Yim [seayoungyim.com](http://seayoungyim.com)

### OFFICE ASSISTANT

Advise and redirect student and faculty questions/requests and provide support to STEM-B Admin. Assistant, Program Manager, and Dean.

## SKILLS

Project Management  
Copy Editing  
Public Communications  
Social Media Management  
Volunteer Coordination  
Contextual Research  
Event Planning  
Graphic Design

## ANNEX THEATRE January 2012 to Present

### ARTISTIC DIRECTOR

Lead an all-volunteer collective of producing artists through democratic consensus, striving to achieve inclusion and equity in performance.

### DIRECTOR

Responsible for leading rehearsals and dramaturgical development of new plays with emerging playwrights.

### CURATOR

**Spin the Bottle** – Seattle’s longest-running monthly late night variety show  
**The Zig Zag Festival** – An all-female festival of new plays  
**Research & Development Wing** – Devised plays, readings & improv series

### PRODUCTION MANAGER

Provide in-person and digital resources for staff and company, manage communications between production team and staff, and create digital and print design assets.

## TOOLS

HTML5/Bootstrap  
CSS/Sass  
PHP  
jQuery/JavaScript  
MySQL  
Google Apps  
Apple iWork  
Microsoft Office & 365  
Wordpress & Wix  
Adobe Photoshop  
Adobe Illustrator  
Adobe InDesign

## THEATRE PUGET SOUND January 2016 to April 2017

### MEMBER LIAISON

Created a database to track 1500 members and 100 organizations and advocated for accessibility and empowerment in theatre through social media/online newsletter communications and responsive, artist-focused programming.

## EDUCATION

Web Design Certificate  
Seattle Central College  
Dean’s List

B.A. Theatre Arts & History  
Illinois Wesleyan University  
*magna cum laude*