

# Kaitlyn Katzung

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## WORK EXPERIENCE

### Marketing Manager - TranScript Productions, Chicago IL

2025 - Present

- Build social media posts with Canva for company and company partner promotions to boost engagement.
- Photograph live theatre for archival and promotional use.
- Craft informational and effective email campaigns to increase event attendance, donations, and more.

### Testing Center Monitor - Oakton Community College, Des Plaines IL

2025 - Present

- Proctor up to 20 placement, class, and certification exams each day to ensure academic integrity.
- Systematize records containing exams and specific testing condition instructions from professors.
- Interact with hundreds of students, professors, and administrative staff members by answering phone calls and emails, connecting students to academic/counseling support, and engaging in community events at Oakton.

### Dance Instructor - Northbrook Park District, Northbrook IL

2024 - Present

- Develop foundational ballet, tap, and jazz curriculum for children ages 4-6 years.
- Communicate classroom etiquette expectations with students and facilitate social and emotional growth.
- Advocate on the student's behalf to parents and colleagues.

### Mat Pilates Instructor - Vasa Fitness, Northbrook IL

2024 - Present

- Craft workouts for a wide range of ages and abilities.
- Create a safe community in class aligned with the Vasa values and brand.
- Teach 10+ participants per class twice a week.

### Pilates and Barre Fitness Instructor - Indiana University Recreational Sports, Bloomington IN

2022 - 2024

- Formulated safe and effective workouts taught 2-3 times weekly.
- Created playlists appropriate to the atmosphere and rhythm needs of each class.
- Engaged with 2-50 participants per class and created a welcoming environment.

### Sales Associate - Michael's Arts and Craft Supplies, Glenview IL

2021

- Advised customers on product selections based on the requirements of the project/craft they were making.
- Balanced the register and rung up 50+ clients daily.
- Organized shelves and restocked products.

### Bookseller - Barnes and Noble, Deerfield IL

2019 - 2020

- Advised customers on book and gift selections.
- Rung up purchases, balanced the register, and promoted memberships at checkout.
- Organized shelves and restocked products.

## SKILLS

- Customer Service and Sales
- Social Media Content Creation
- Canva and Microsoft Office Proficiency
- Camera Operation and Video Editing
- Conversational French

## EDUCATION

**Theatre and Drama B.A.**

**Dance and Film Studies B.A.**

**Arts Management Minor**

Indiana University, Bloomington IN

2020-2024