

Katherine A. O. Bloomfield
725 5th Avenue - San Francisco, CA
(415) 637 – 3202 kaobloomfield@gmail.com

TECHNICAL SKILLS

- Proficient in Word, Excel, PowerPoint, Filmmaker, Slack, Trello, and Canva
- Project Leadership, Event Planning, Group Facilitation, Team Building

PROFESSIONAL DISTINCTIONS

- Shelby Middle School Teacher of the Year 2015-2016
- Created metrics to achieve highest student test scores in the district
- Teach for America: Licensure: Mississippi Teaching License, Mathematics I- Grades 4-8, General Education Grades 4-8
- Founded Student Council

WORK EXPERIENCE

School Visit Coordinator, SFFILM Festival 2019, San Francisco, CA February 2019- May 2019

- Vetted 2019 Festival films for school visits.
- Coordinated 29 school visits in two weeks, reaching over 1,200 students.
- Facilitated discussions between students and filmmakers to enable meaningful conversations.
- Created and updated highly organized system for smooth visits and communication.

Executive Assistant & Office Manager, 196, San Francisco, CA January 2018- Current

- Maintain and coordinate schedules, travel and meetings.
- Prioritize tasks and calls to preserve a smooth schedule.
- Manage confidential files, contacts, and live documents.
- On site coordinator during a high-profile dinner at the Global Climate Action Summit.
- Stage management for exclusive events with world leaders.
- Coordinate registration for 300+ person events.

Department Head, Teach for America: Shelby Middle School, Shelby, MS August 2015- May 2017

- Mentored first-year teachers through lesson modeling, resource sharing, and collaborative planning.
- Developed innovative engagement strategies with other math and science teachers by studying achievement metrics to provide effective instruction to achieve the highest test scores in the district.

Mathematics Teacher, Teach for America: Shelby Middle School, Shelby, MS August 2014- May 2017

- Created and implemented lesson plans and rigorous common core formative and bi-weekly assessments for all classes.
- Participated in professional learning communities to learn about and engage in new teacher practices and resources.

Teacher Liaison, P16, Shelby Middle August 2015- May 2017

- Met with parents, teachers, students and influential community members to influence policy in the district as well as the state to increase student opportunities.

Personal Assistant, Palo Alto CA Summer 2010 & 2011

- Worked for a Senior Wealth Management Advisor at Smith Barney
- Coordinated schedules, assisted with personal duties, arranged travel, created and maintained a positive, upbeat work environment.

COMMUNITY SERVICE

Project Manager and Event Coordinator of Student Events, Shelby Middle School, Shelby MS February 2014- May 2017

- Created a team of faculty and students to produce events showcasing student's creative talents.
- Built community relationships by reaching out to the community to assist in the production of ceremonies and shows.

Founder and Sponsor, Shelby Middle School Student Council, Shelby, MS August 2015- May 2017

- Founded Shelby Middle School's first Student Council. Implemented a system that allows the government to be completely student run with some support from the faculty.
- Extended the program to begin a peer-mentoring service to increase student leadership.
- Coordinated trips for members to collaborate with students across the state.

Sponsor and Mentor, Women of Elegance, Shelby MS August 2016- May 2017

- Head Sponsor in girls mentoring program targeted to promote positive self-images and empower the young women leaders of our school.
- Led small group discussions to empower the young women of Shelby Middle School.

REFERENCES

Keith Zwolfer, Associate Director of Education at SFFILM
Dr. Kevin Carter, Principal of Sharron Elementary School
Mrs. Sonya DeBose, Principal of Shelby Middle School
Mrs. April Heron, Partner at Smith Barney Morgan Stanley

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EDUCATION

City College of San Francisco, San Francisco, CA

August 2018 – May 2019

- Used PremierPro to edit short narrative films and documentaries.
- Shot Short narrative films and documentaries on Rebel Ti6.
- Co-wrote and directed short narrative films and documentaries.
- Wrote budgets for short narratives and PBS hour length films.

University of Oregon, Eugene, OR

Graduation Date: 25 May 2014

- Major: Bachelor of Science in Sociology
- Distinctions: Kappa Alpha Delta Honor Society, National Honors Society, Dean's List, Honor Roll
- GPA: 3.67

Saint Ignatius College Prep, San Francisco, CA

September 2005-June 2009

- Distinctions: Dean's List, Honor Roll

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