

KATHERINE JACKSON-MEARA

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JOB OBJECTIVE:

To be hired in a capacity that will utilize my strong communication and organizational skills, apply my multi-tasking abilities, employ my attention to detail, and promote my creativity and passion for fashion.

EDUCATION:

Indiana University, Bloomington, May 2006, B.A. in Journalism with minors in Gender Studies, Human Sexuality, and Psychology.

National Honor Society Graduate of Whitney Young Magnet High School, Chicago, Illinois, June 2002.

EMPLOYMENT:

April 2008 - Present

Project Manager, Jam Productions, Ltd., Entertainment and Creative Services Department, Chicago, Illinois

Coordinated and oversaw all aspects of special events including but not limited to entertainment, hospitality, decor, catering, meet and greets, advancing talent needs, air travel, ground transportation, accommodations, vendor/client coordination and management, creation and maintenance of internal budgets, cost sheets, proposals, contracts and related paper work, and acted as main point of contact on site.

November 2008 - Present

Freelance Fashion Writer and Event Coordinator, Glossed and Found, Chicago, Illinois

Developed and pitched story and creative content ideas, conducted research and wrote articles, coordinated various aspects of events including brainstorming creative direction, execution of scheduling, styling, vendor management and on site liaison.

May 2007 - April 2008

Account Manager, Elite Communications Group, Northbrook, Illinois

Brainstormed and supported strategic development at project level, developed timelines and budgets, mastered the estimating process, created reports, researched and gathered information for strategic planning purposes, maintained client and vendor contact, managed, implemented and moved projects through the agency on time and on budget.

November 2006 - May 2007

Office Manager, Body Within Pilates Studio, Chicago, Illinois

Managed daily business operations, acted as liaison for media promotions, handled client contact, created and maintained schedules, performed reception and other administrative duties including bookkeeping, seasonal mailings and updating client database.

May-August 2006

Intern, Jam Productions, Ltd., Entertainment and Creative Services Department, Chicago, Illinois

Assisted the department in producing upcoming events, interacted with various venues and artists, conducted research, aided with on-site and in-office aspects of coordination and planning.

May-August 2006

Course Administrator and Head Representative, BarBri Bar Review, Chicago, Illinois

Administered course, answered student questions, solved daily problems, established and reorganized contact sheet/list of territorial schools created system for supplies and contacts, answered phones, assisted future clients, filed, conducted mailings.

June - August 2005 and June - August 2004

Assistant to Creative Director, Pear Design Incorporated, Chicago, Illinois

Performed administrative tasks, assisted Creative Director with client services, project management, initial concept development, and coordinated product for photo-shoots.

June - August 2005, June - August 2004 and June - August 2003

Head Camp Counselor, Fred's Camp, Chicago, Illinois

Scheduled and maintained daily activities and safety of 20 children, wrote weekly newsletters, and communicated daily with parents. CPR and First Aid Certified.

June - August 2000

Part-Time Administrative Assistant, American Library Association, Chicago, Illinois

Conducted research, performed secretarial and administrative work, created a new filing system, organized books and catalogues.

Special assignment included telephoning authors to acquire copyright release of their prior contributions for publication to the Web. Achieved 100% success rate.

ACTIVITIES:

Member, Chicago Fashion Foundation, April 2008- Present

Member, Indiana University Alumni Association, May 2006- Present

Participant, Founder's Day, IU Honor Student Ceremony, 2005 and 2006

Received recognition for outstanding GPA.

Crisis Line Trainee, Middle Way House, Bloomington, IN., 2005 to 2006

Completed rigorous volunteer training, operated crisis line, assisted residents with daily tasks, maintained safety of house.

Congressional Candidate, College ticket, Indiana University Student Association 2005 elections

Motivated and inspired hundreds of students to participate in 2005 elections, organized and developed platform, participated and assisted with facilitation of information session, press releases, and student awareness.

Hoosier Platform 2004, Indiana University School of Journalism

Researched and wrote several articles pertaining to a campaign issue throughout the Fall 2004 semester, guided and edited others' work, contributed and created parts of internet layout and design.

Recipient, "Best Feature Story" and "Best Lead" Awards, 2004

Received highest recognition for two categories of instructor sponsored event.

Member, Whitney Young High School National Honor Society

Achieved recognizable status through a high GPA, attended bi-weekly meetings, completed additional 40 hours per semester of community service, led the student body in good citizenship.

President, Whitney Young High School French Club

Administered and facilitated bi-weekly meetings, formulated and planned group activities, established a French community within the school.

Editor, Whitney Young High School newspaper, *The Beacon*

Conceived story ideas, determined students assignments, held regular meetings, edited all writing and designed layout for each issue, *Arts and Entertainment*.

Writer Whitney Young High School yearbook, *Wavelength*

Wrote captions, took pictures, and attended regular meetings.

REFERENCES:

Available on request.