

# KAT POWERS

(814) 616-2507  
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Chicago, IL

## EDUCATION

### DePaul University, 2018

Bachelor of Arts in Writing,  
Rhetoric and Discourse

- Dean's List every quarter
- Presidential Scholarship recipient

## AWARDS AND ACCOMPLISHMENTS

- Gwendolyn Brooks Open Mic Awards 2023 Semi-finalist
- Co-host of Open Book Open Mic poetry show
- National Honor Society for Undergraduate Writing Studies member 2017 & 2018
- Louder than a Bomb College Edition Slam Champion 2018

## SKILLS

- Microsoft Office Suite
- Google Workspace
- Montessori Method
- Gentle parenting
- Public speaking
- Writing tutoring
- Classroom management

## CERTIFICATIONS

- Red Cross CPR and First Aid
- ServeSafe Food Handler's Certificate

## EXPERIENCE

### Private Family, Chicago, IL

#### *Nanny & Family Assistant | January 2022 - April 2024*

- Provided Montessori-informed childcare for a single-parent household for 50+ hours a week while also performing household tasks such as planning and preparing meals, cleaning, laundry and routine home maintenance and repairs
- Found and registered the child for age-appropriate programs, created educational activities and coordinated playdates and meet-ups

### WNDR Museum, Chicago, IL

#### *Typewriter Poet | April 2022 - January 2024*

- Wrote poems "on the spot" based on prompts provided by guests
- Directed guests and answered questions about the exhibits and art

### Park View Montessori School 3, Chicago, IL

#### *Office Manager | September 2021 - November 2021*

- Assisted director with day-to-day office functions including mail, filing, enrollment, schedule creation and crafting the monthly newsletter
- #### *KinderCamp Directress | June 2021 - August 2021*
- Developed and implemented the school's first KinderCamp summer program with 26 children ranging from four to six years old
  - Created lessons plans in literacy, STEM, and social-emotional learning for children at varied developmental stages in order to prepare them for kindergarten and first grade

#### *Kindergarten Assistant Teacher | June 2020 - May 2021*

- Prepared materials, assisted with lessons, taught students one-on-one and promoted and modeled prosocial behavior

### Starbucks, Lincoln & Paulina, Chicago, IL

#### *Barista | October 2019 - June 2020*

### Bridge US, Chicago, IL

#### *Client Services Associate | May 2019 - September 2019*

- Drafted, edited and executed time-sensitive immigration petitions for USCIS under the supervision of attorneys and senior paralegals

### Fragomen, Del Rey, Bernsen & Loewy, Chicago, IL

#### *Temporary Assistant Paralegal | December 2018-April 2019*

- Assisted paralegals and attorneys with day-to-day functions
- Proofread and prepared petitions, responses and withdrawals to USCIS

### The University Center for Writing-based Learning, Chicago, IL

#### *Writing Tutor | September 2016 - March 2018*

- Provided clear, concise and compassionate feedback on a wide variety of writing projects in addition to copyediting faculty research papers and led instructional workshops for both undergraduate and graduate level courses