

KEARA RYANNE HENRY

CONTACT INFORMATION

(937) 869-2434

kearahen@gmail.com

keararyanne.com

5776 Hickory Drive, West Liberty, OH
43357

PROFILE

Passionate MFA graduate with 6+ years of experience in empathetic public service. Previous duties include copy-editing, writing, administrative assistance, and public relations. Exceptional customer service skill and adaptability. 3+ years administrative experience that includes web design, communications management, editing, and social media content creation. Graduate Assistant to the Dean of Graduate Studies at CCAD. Highly skilled studio artist with specialties in interpersonal communication, research, reference, language arts, and maintaining the upmost standards of excellence.

AWARDS

Ohio Heritage Conference Featured Artist

OHC Fine Arts & Music Festival 2018

Outstanding Student of the Humanities Departmental Award

Urbana University 2017

SKILLS & ABILITIES

- Writing, creative writing, and copy-editing
- Adobe Suite, fluent in InDesign, Photoshop, and Illustrator
- Apple's Procreate Software
- Interpersonal and professional communication
- Administrative duties
- Extensive knowledge of the arts & culture
- Research and data collection
- Public Relations
- Creative problem solving
- Social Media Analysis & Marketing
- Content management
- Visual literacy
- Microsoft Office Suite/ Google Suite
- Excelling at both team-based and solo work
- Time management

EMPLOYMENT HISTORY

Library Assistant & Technical Services Specialist

Champaign County Library (2014 - Present)

- Reference Librarian duties
- Youth Services Programming
- Program/ PR Management and Communications
- Social Media & Marketing / Administrative Assistance
- Editor, novel reviews for *Library Journal*
- Customer Service Representative & Community Outreach
- Circulation & Tech Services

Graduate Assistant

Columbus College of Art and Design

To the Dean of Graduate Studies (2021)

Packard Library (2020-21)

- Creative conceptualizing, writing, and editing biographies, programs, and catalogs for the MFA- New Projects Program as well as CCAD's social media
- Responsible for gathering relevant data for projects and reports on behalf of the Dean
- Administrative assistance for the Dean's office
- Reference Librarian Assistant: responsible for remote chat with student patrons as well as circulation assistance
- Social Media and content creation for Packard Library's social media channels (Facebook, Instagram, TikTok)

Administrative Assistant & Communications Officer

Crossway Vineyard Church (2018-2020)

- Administrative duties including marketing initiatives, communication streamlining, website management, and graphic design

Merchandise Hostess

Walt Disney World Resort (2016)

EDUCATION & INTERNSHIPS

Columbus College of Art and Design 2021

Master of Fine Arts - Visual Arts

Summa Cum Laude

- CCAD Illustration Student Collective
- Intersect Chicago - Sculpture Objects Functional Art & Design 2019
- 2019 Team Lead Concept Artist & Writer

Urbana University 2017

Bachelor of Arts - English & Communication Arts, Honors
Emphasis in Performance & Communications Arts

- Alpha Psi Omega National Theatre Honor Society
- Sigma Tau Delta International English Honor Society
- Lambda Pi Eta National Communication Association
- Dean's List
- Knightly News Quarterly Editor & Chief, Horoscope Writer

Disney College Program Professional Internship 2016

Walt Disney World Resort, Orlando FL

Merchandise Hostess

Entertainer

Entertainment & Show Production Professional Development Seminar

Walt Disney World Resort