

KARA WARD

340 Treeline Park Apt 938, San Antonio, TX 78209
512-755-5479 karaward306@gmail.com

EDUCATION

The University of Texas at San Antonio

Bachelor of Business Administration - Summa Cum Laude

December 2023

3.54

- Minor in Environmental Science

European Innovation Academy Student (Porto, Portugal)

Summer 2022

Entrepreneurship and Innovation Certificate

Austin Community College

Associate of General Studies

May 2021

3.61

- Concentration in Business Management

EXPERIENCE

Self-Employed Wedding Videographer and Editor - Films by Kara, TX

August 2019 - Present

- Coordinate as CEO, producing cinematic highlight films for 50 and counting wedding clientele by combining professional video, audio, and graphics content to convey each love story.
- Achieve 100% delivery and client satisfaction on a day of critical importance and currently have eight 5-star reviews on Google.
- Acquire marketing skills by networking and building a personal company brand.

Personal Assistant to Director - JPM Studios, TX

Jan 2023 - Jan 2024

- Assisted with data entry, maintained organized records, and utilized Excel to manage and analyze information to support efficient office operations.
- Assisted in various aspects of film production, including coordinating logistics, setting up equipment, video editing, and managing on-set tasks.

Wedding Videography Contractor - Reverent Wedding Films, TX

April 2023 - Present

- Capture high-quality and creative footage of wedding events.
- Utilize professional-grade video equipment to ensure the highest possible production standards.

Communications and Development Intern - Edwards Aquifer Authority, San Antonio, TX

Sept 2023 - Dec 2023

- Filmed and produced multiple promotional videos.
- Assisted with promoting public awareness of and support for the EAA by assisting with distributing educational/promotional materials. Developed community outreach and education activities, such as community events, teacher workshops, and other events that generate awareness of the aquifer.

Marketing and Media Production Intern - Nowgenn Inc, San Antonio, TX

June 2023 - Sept 2023

- Developed and executed multi-channel digital marketing campaigns to drive brand awareness, engage the target audience, and generate qualified leads.
- Gained deep knowledge of marketing, customer acquisition, and sales within this startup company.

Personal Shopper/Cashier - H-E-B Grocery, Burnet, Austin, and San Antonio, TX

Sept 2018 - May 2023

- Trained and provided ongoing support for four new partners.
- Achieved customer service, communication, and leadership skills by assisting in all customer inquiries and complaints in a patient, professional, and timely manner.

ACTIVITIES AND HONORS

ADDITIONAL INFORMATION

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| • UTSA Dean's List | 2022-2023 | Social Media Certified - Hubspot Academy |
| • Member of Honor Society | 2022-2023 | Microsoft Office- Excel, Word, PowerPoint, and Outlook |
| • High School AB Honor Roll | 2015-2023 | Adobe Suite- Premiere Pro, Illustrator, Express, After Effects |
| • Certified Pro Underwater Cam Operator | | Proficient in Davinci Resolve |