

Klara Kaufman

she/her/hers or they/them/theirs pronouns

(617) - 894 - 9692 klarakaufman@protonmail.com

website: klarakaufman.wixsite.com/portfolio

Education

Vassar College – BA in Urban Studies with a concentration in Women's Studies

Poughkeepsie, NY. Graduated May 2019. GPA: 3.71.

Cities in the 21st Century: People, Planning, and Politics – International Honors Program Study Abroad

Brooklyn, NYC; Ahmedabad, India; São Paulo, Brazil; Cape Town, South Africa. Spring 2018.

Cambridge Rindge and Latin High School – Graduated May 2014. National Honors Society Member.

Experience

Urban Habitat Initiatives, Marketing and Communications Specialist – January 2020 - Present

- Produces "Green Horizons," a podcast about sustainability in the affordable housing and community development field: scripting, researching, convening advisory group, storyboarding, and recording audio
- Builds and updates website, including structure and branding, project descriptions, and blogs
- Builds, updates, and monitors social media platforms

Brookline Chamber of Commerce, Communications and Operations Manager – July 2019 - Present

- Design all outreach materials for Chamber events, Constant Contact newsletters, Social Media posts
- Take a leadership role in planning events including "Warrant Article Pertaining to Businesses Forum", Town-Wide "First Light Holiday Celebration", "Oktoberfest", and "In Brookline, Climate is Everybody's Business"
- Represent Chamber at Brookline Village Business Association meetings, Coolidge Corner Merchants Association meetings, Select Board Small Business Development Committee, and at Brookline Town Hall
- Develops grant proposals
- Utilize Quickbooks to do the bookkeeping and ChamberMaster database for billing and membership status

Brookline Interactive Group Community Media, Digital Media Intern – September 2019 - December 2019

- Edited three one-minute compilation videos of interviews at Brookline Day 2019 for #IamBrookline campaign
- Produced a 45 minute podcast including sound engineering and audio editing: "Creative Arts Brookline"
- Assisted field video shoots at "In Brookline, Climate is Everybody's Business"

Sara Hendren; Artist, Designer, and Scholar at Olin School of Engineering, Research Assistant – June - August 2019

- Researched international sound files of crosswalk signal noises (Audible Pedestrian Signals), national and international policies
- Researched sound installation art pieces, artist practices, and materials
- Created Google form survey about urban way-finding for people who are blind or visually impaired

The Campaign to Reelect Attorney General Maura Healy, Campaign Intern – June 2018 - August 2018

Poughkeepsie Building, Planning, and Zoning Office, Planning Intern – September 2017 - December 2017

YWCA Cambridge, Marketing, Social Media and Design Intern – July 2017 - August 2017

Vassar Design Collective, Co-Founder and Executive Board – 2015 - May 2019

Skills

Fluent Swedish Speaker. Advanced Adobe Photoshop, Illustrator, Premiere Pro, Audacity; Microsoft Office, Google Suite, ConstantContact, ChamberMaster, Wix, and HubDialer. Proficient in ArcGIS online, WordPress.