

KATHLEEN VAUGHT

[@kathvaught](#)

[LinkedIn.com/in/kathleen-the-writer-vaught](https://www.linkedin.com/in/kathleen-the-writer-vaught)

SUMMARY OF QUALIFICATIONS

Highly motivated and productive marketing professional. Expert in public relations, social media, non-profit and corporate communications. Team player with exceptional interpersonal communication skills seeking a fun, challenging and dynamic opportunity to utilize my creativity to help company growth and awareness in the marketplace.

PROFESSIONAL EXPERIENCE

DARK NIGHT PLAYERS

3/14-PRESENT

Founder/Creative Director

- Produce, manage and perform original and newly-imagined short-works through variations of theater, music, art, dance, film and improv in a swift-moving game show style
- Write original sketches and manage ensemble of up to 15 playwrights, actors and technicians

CITY OF ALLEN - ALLEN, TX

10/14-PRESENT

Interactive Media Manager

- Personally oversee daily operations of up to 40 communications personnel
- Oversee the content and all functional aspects of the City's website
- Monitor and manage all City social media sites and accounts
- Provide reports to City Council on social media analytics
- Facilitate responses to all media inquiries
- Attend and participate in City Council meetings and events
- Develop and implement long-range communications plan and annual initiatives
- Project Management and production duties for internal and external video content
- Responsible for all City internal communication initiatives

Senior Marketing Specialist

10/11-10/14

- Liaison between internal departments to create and implement communications initiatives
- Create tourism awareness for the Allen Convention & Visitors Bureau
- Produce weekly digital newsletter
- Monitor and support all City social media efforts
- Development of publications, graphics, City website content, and intranet

Marketing Specialist

10/08-10/11

- Responsible for communication and production support to the Public/Media Relations Office
- Promote City tourism and growth through community organizations and City departments
- Create, develop, and disseminate website content, special publications, and marketing materials

ARTS OF COLLIN COUNTY

3/06 - 10/08

Event Coordinator/Sr. Administrative Assistant

- Report directly to Executive Director

SAMSUNG TELECOMMUNICATIONS

3/98 - 3/06

Project Coordinator, Wireless Systems Lab

- Tracking, analysis and reporting for project expenditures, budget, resources, and schedules
- Supervise Technical Publications division including internal/external documentation content, creation, and editing, and knowledge transfer
- Created and implemented Documentation Control process and associated training programs

EDUCATION

UNIVERSITY OF NORTH TEXAS - Denton, TX

1989-1993

BA, Theater

TEXAS CHRISTIAN UNIVERSITY - Ft. Worth, TX

2013-2014

Certification, Certified Public Communicator (CPC)