

Kate Sutter

Madison, WI 53703 | 571-294-3987 | katesutter22@gmail.com

Education

University of Wisconsin-Madison - Madison, WI

Sept. 2021 - May 2025

- Bachelor of Arts in Environmental Studies and English
- Certificate in Digital Studies

GPA 3.84/4.00

Work Experience

Assistant Editor About Place Journal - Black Earth, WI

June 2024 - Present

- Looked over 400 submissions of poetry, prose, and visual art and rated all of them
- Left comments about why I thought certain pieces were a good/poor fit for the journal
- Communicated final publication decisions to submission authors

Intern at the Black Earth Institute - Black Earth, WI

Nov 2023 - Present

- Wrote pieces promoting creative works by fellows for the newsletter sent out to hundreds
- Navigated multiple calendars successfully to execute on-time meetings for the board and created an online archive of all board discussions
- Managed emails and donations in spreadsheets while I took initiative in reaching out

Server at Vinson Hall Retirement Community- Arlington, VA

June 2022 - Aug. 2022

- Catered to retired veterans by being efficient and polite and forged relationships with those who attended the dining hall daily
- Worked in a proper penthouse dining hall where suitable attire and manners were crucial

Intern at EcoAction Arlington- Arlington, VA

June 2021 Senior Experience

- Supervised meetings to make sure everything was going smoothly, including timekeeping, note taking, and summarizing
- Engaged school-age children with presentations and resources about environmental conservation

Activities and Involvement

Volunteer at Slow Food UW - Madison, WI

Sept 2023 - Present

- Participated in cooking and serving equitable, fresh food to those in the community
- Supported sustainable food production and services that advanced social justice efforts

Volunteer at Lakeshore Nature Preserve - Madison, WI

Sept 2023 - Present

- Cleared up areas infested with invasive species by cutting or sawing them down
- Gave back to the beautiful preserve by doing hard work to make the area a better place

Member of Student Subcommittee of Sustainability - Madison, WI

Sept 2023 - Present

- Looked for gaps in the school's Sustainability Tracking Assessment and Rating System to make sure the school was held accountable
- Presented ideas to the Chancellor or other board members about what we could do to improve sustainability practices and goals
- Planned and attended a wide variety of Earth Day events, where I tabled community focused environmental art projects as a part of a month long endeavor called "The 4 E's of Earth Day"

Member of Campus Leaders for Energy Action Now - Madison, WI

Oct 2022 - Dec 2023

- Collaborated with other students to complete projects and proposals to make the campus use more sustainable and efficient energy
- Participated in events that spread the word about environmental causes as well as activism such as marches, protests, signing petitions, and sending emails

Member of Wisconsin Women's Club Volleyball - Madison, WI

Sept 2021 - May 2022

- Teamwork skills which included communication and trust in those alongside
- Improved personal skills and practiced resiliency in high-pressure situations
- Completed volunteer work and managed time while anticipating weekends away for tournaments

Skills

Google Suite, Microsoft Suite, Mailchimp, Submittable, Canva, Adobe, video conferencing platforms