

Kathleen 'Katie' Rys

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EXPERIENCE

U.S. Department of State; Peraton

Rosslyn, VA : November 2023 – Present

Communications Specialist for DS/CTS/CMO

Supervisor: Bonnie Ghofrani bonnie.ghofrani@peraton.com

- Collaborate in a 3-person team to provide cybersecurity awareness products and training for the Department of State.
- Includes producing content for the Department-wide PS800 Cybersecurity Awareness training and providing both large-scale and small-scale briefings for Department employees and affiliates.
- Develop and execute monthly campaigns focused on timely cybersecurity topics, which include long-form and short-form visual and written products.

NASA; Total Solutions, Inc. (TSI)

Virtual : July 2023 – Present

Executive Special Assistant for NASA OCIO

Supervisor: Patricia Reed patricia.jenson-reed@nasa.gov

- Managed and maintained the director of the National Aeronautics and Space Administration's network and telecommunications services' calendar, scheduling over 50 meetings and appointments and travel arrangements.
- Helped support the greater Office of the Chief Information Officer's Operations Division with project management, clerical and research support, and copywrite work.

U. S. Mission to the United Nations (USUN)

Virtual: September 2021 –May 2022

Digital Team Intern

Supervisor: Melissa Quartell quartellml@state.gov

- Collaborated directly with the USUN press team to create digital and print content, excelling in a high-stress, deadline-driven environment.
- A part of the Virtual Student Federal Service (VSFS) internship program through the U.S Department of State.

William & Mary Global Research Institute: DisinfoLab

Virtual: June 2021 – August 2021

Digital Media Content Specialist

Supervisor: Aaraj Vi disinfo@wm.edu

- Led the lab's communication division in content creation for 4 different social media platforms, redesigning to optimize audience engagement.
- Translated quantitative and qualitative research data into simplified media posts for public consumption.

William & Mary Global Research Institute

Williamsburg, VA: June 2020 –May 2021

Programming Assistant (Marketing, Communications, and Events)

Supervisor: Rebecca Latourell rmhalleran@wm.edu

- Developed and managed social media content, increasing user engagement by 35% on Instagram.
- Summarized and presented analytical communications reports to the Institute's leadership.
- Supported event promotion through designing flyers, marketing materials, and alumni communication.

United States Army Future and Concepts Center

Fort Eustis, VA: June 2020-August 2020

G-3 Future Operations (FUOPS) Division Summer Intern

Supervisor: Gene Lorge eugene.h.lorge.civ@mail.mil

EDUCATION

London School of Economics

London, United Kingdom

Non-degree Master's level Courses

June & July 2022

- Relevant Coursework: The Role of the Media in the Modern World, International Commercial Litigation & Arbitration

College of William & Mary

Williamsburg, VA

Bachelor of Arts – International Relations & Anthropology

Cum Laude, Dean's List

- Relevant Coursework: Research Methods, Intermediate Microeconomics, International Trade Theory, International Political Economy, United States Diplomatic history, Middle Eastern Political Systems, Politics of Global Health

RELEVANT SKILLS

- Computer: Adobe Creative Suite (Advanced), ESRI ARCGIS Pro & ARCGIS Online (Intermediate), Cascade
- Statistical Software Analysis: STATA, SPSS, Excel (Intermediate), HTML, CSS, & JavaScript (beginner),
- Language: Professional Proficiency in French (comprehension, writing)
- Writing: Research papers, standard and non-standard policy memos, blog posts, interview, and event summaries
- Social Media Marketing: MailChimp proficiency, Hootsuite proficiency, content creation & analytics: Instagram, Facebook, Twitter, LinkedIn, YouTube, Tiktok
- Certification Course Completions: HubSpot Digital Marketing, HubSpot Inbound Marketing