

Katherine Wilson

Content Writer/Editor

Active writer/editor with diverse writing and editing experience.
Communication is key.



Content Writer/Editor

One!

Responsibilities:

- Editing clips for content
- Working with start-up team in Descript tool to create videos, podcasts, transcripts/blog posts, articles

Content/Copywriter, Editor

Dharma

01/21-3/22

Responsibilities:

- Becoming educated in writing ad-copy
- Exploring a unified voice for the vision of the company with team
- Editing and reviewing teammates' work
- Writing content for new marketing project
- Creating test material to train new writers
- Working to create a unified experience for new customers
- Created style sheet
- Attend all-hands meeting each week, team meeting each week
- Work with partner to create continuity for in-team style
- Collaborate with team lead and team editors to improve product
- Create 1-3 articles per month for company blog
- Edit others' work averaging, 1-5 persons work each month

Content Management Experience

Printehub, Saratoga, CA

07/19-12/20

Responsibilities:

- Created an archive for the stakeholders, CEO, Product Owner, and the team for business and dev purposes
- Took on a Project Management role to maintain continuity, taking bi-weekly notes, sending them out to team, to maintain communication and clarity each meeting
- Wrote and researched content, working with non-native English speakers, unifying a streamlined voice for landing page and website

Email:

katherine.amber.wilson@gmail.com

Linkedin: [www](http://www.linkedin.com/in/katherine-wilson-890460196)

[.linkedin.com/in/katherine-wilson-890460196](http://www.linkedin.com/in/katherine-wilson-890460196)

Phone: 831-319-7113

Skills

WordPress

Office (Excel, Word)

HTML, HTML5

CSS, CSS3

Flexbox

Basic knowledge of social media and analytics

In-depth knowledge of writing and editing

Facilitates meetings

Powerpoint

Dropbox

Basic French

Basic Spanish

Tools

Tools and Browsers

Notepad++

Google Suite

Github

Slack

Jira

Trello

Chrome, Internet Explorer,

Firefox, Safari

Descript

- Edited content using WordPress and separate hosting site, resolving content management questions alone
- Resolving research questions for teams, taking requests and sending back clear, straightforward answers
- Initiated customer contacts via cold calls and emails

What Matters Now, Cupertino, CA

<http://www.whatmattersnow.org/>

4/19–6/19

Responsibilities:

- Collected research for analysis across Social Media, Traditional Media, and face-to-face, to create an overall data pool
- Worked with a partner and establishing check-ins, ensuring larger weekly team meetings went smoothly
- Sifted raw content, creating a clear vision

Software Development Methodologies

SCRUM, Waterfall, Agile

Social Skills

Balances multiple projects
Works with partners or alone
Solution-oriented
Communications expert
Initiates ideas
Remote meetings

EDUCATION

Golden State Content Management 2019

Golden State Tech HTML and HTML5 2019

Golden State Tech CSS and CSS Flexbox

Golden State Tech Intro Project Management 2020

Golden State Tech Advanced Project Management 2020

UCLA, English Literature B.A. 2004

TESOL Certification 2010

The Keys to Effective Editing, Pasadena, CA 2008

Writing Projects

Creative content, content editing, and copy-editing

Circle

- Created a style guide for a brand-new team of 9–11 writers
- Editing
- Writing
- Creating original subject matter

- Research
- Photos to match topic

Reviews

Book reviews

OnlineBookClub

- Style guide-specific reviews
- Editing
- Basic HTML
- Assessing total audience reception fairly

Editing Contributions

Line editing, Content writing, Copy-editing

Printehub

- Content management
- Note-taking
- Creating an archive of records and documents
- Research
- Unified voice
- Editing
- Cold Calls

Content writing, editing, copy-editing, and line editing

<https://www.printehub.com/>

7/19-3/20 (9 months)

Business Book

- Content suggestions
- Line editing

Copy editing and line editing

4/19-10/19 (6 months)

Biography

- Helping a non-native English speaker create an autobiography in her words, in a different language
- Editing of the work
- Creating the autobiography to fit in with the artist's vision of her photography

Editing, copy-editing, line editing

Olivia Barrionuevo

03/2008 (2 months)

Template Emails

- Sending out regular, hand-written emails to engage an audience for an unestablished business 1x per week
- Creating a style form for a new business form
- Sending out reminders
- Answering questions for the business owner

Articles

- Writing articles centering around topics chosen by Ms. Pienaar
- Writing between 750-1000 words each article, during a certain time period, averaging 1 per 1.5 week
- Creating affiliates with Ms. Pienaar and introducing others in the industry who have crossover, such as Ms. Jacobson

Copywriting and Content Writing

Business Owners: Chani Jacobson, Juanita Pienaar

03/19-08/19

Social Media Admin

- Binding books
- Attending literary parties
- Administering the website's Facebook page
- Caring for the webpage's social profile
- Basic content writing and content management

Content writing

Ugly Duckling Presse

<https://uglyducklingpresse.org>

01/2009-2010

Social Media Content Writer

- Sole content producer for modeling website
- Created unified look and experience for user
- Various copy and content writing direction for various small business

The Muse Model

Content and copywriting
Themusemodel.com
06/2007-2008

Resumes

- Edited content
- Styled content to people

