

Kathryn Banks

Editor | 480-430-4470 | kathrynhbanks@gmail.com | Portland, OR

EXPERIENCE

Freelance — *Editing, Writing, and Design*

PORTLAND, OR | 2008 – PRESENT

Manage independent editing and writing business for various local and national authors with more than twenty published books and numerous online and print articles.

AllMed Healthcare Management — *Medical Review Editor*

PORTLAND, OR | OCTOBER 2015 – JULY 2018

Edited health insurance assessment and federal appeals reports in tandem with healthcare professionals in Quality Assurance department.

Fuel Medical Group — *Content Specialist*

CAMAS, WA | DECEMBER 2014 – OCTOBER 2015

Edited and crafted content and designed and implemented marketing campaigns for professionals in the medical industry in conjunction with regional management and design teams.

Foodtrak Food and Beverage Management — *Inventory Manager*

REMOTE | FEBRUARY 2014 – DECEMBER 2014

Created and managed inventory catalogs in Microsoft Excel for multinational clients in the food and beverage service industry.

Pennington Creative — *Project Developer*

REMOTE | FEBRUARY 2012 – MARCH 2013

Developed bespoke content and design for client-specific marketing campaigns using creative and innovative strategies.

Ooligan Press — *Book Editor and Operations Manager*

PORTLAND, OR | SEPTEMBER 2010 – AUGUST 2012

Managed book inventory, coordinated with clients and distributors, and edited and proofread numerous books by regional authors.

Arizona Wildcat and Portland Vanguard — *Copy Chief*

TUCSON, AZ and PORTLAND, OR | AUGUST 2009 – JUNE 2012

Managed large staffs of copy editors and reviewed all published content to meet daily online and print publication schedules.

University of Arizona Press — *Acquisitions Editor*

TUCSON, AZ | SEPTEMBER 2010 – AUGUST 2012

Assessed submissions from authors and artists and organized publishing opportunities in order to meet the publisher's mission strategy.

AREAS OF EXPERTISE

Editing
Writing
Marketing
Publishing
Sales
Accounting
Office management
Operations
Design
Photography

SKILLS

Problem solving
Project management
Communication
Creativity
Teamwork
Leadership
Project development

TECHNOLOGY

Microsoft Office Suite
Adobe Creative Suite
Microsoft Access
Google analytics
AccountEdge
A/V production
Search engine optimization

EDUCATION

University of Arizona, Tucson, AZ — *Bachelor of Arts*

2006 – 2010

Interdisciplinary Studies: Linguistics, Classics, and English

Summa Cum Laude

Portland State University, Portland, OR — *Master of Arts*

2010 – 2012

Writing: Publishing

4.0 GPA

VOLUNTEER

Lovers Not Fighters

2015 – PRESENT

Family Promises

2014

Street Roots

2013

House of Refuge

2004 – 2006