



# Kathleen Goodall

## Technical Writer

Communicative, observant, and analytical thinker transitioning from business to technical writing with a focus on UX. Committed to expanding my capabilities by learning data analysis with SQL and web development. Eager to meet technical communication challenges facing businesses and clients in a digitally-driven and fast-paced world.

✉ kgoodall@ualr.edu

📍 Macomb, OK

🌐 [linkedin.com/in/kathleengoodall](https://www.linkedin.com/in/kathleengoodall)

📞 405-999-6920

💻 [kategoodall.github.io](https://kategoodall.github.io)

🐙 [github.com/kategoodall](https://github.com/kategoodall)

## WORK EXPERIENCE

### Bookkeeper

#### Owens Horseshoeing, LLC

07/2014 - Present

##### Achievements/Tasks

- Manage financial transactions and record keeping with strict attention to detail.
- Ensure accurate and timely processing of accounting data.
- Complete bank reconciliations, balance cash, and perform accounts receivable and payable functions.
- Research account transactions to identify and resolve discrepancies.

### Land Tech, Contract

#### Bearcat Land, LLC

08/2014 - 04/2015

##### Achievements/Tasks

- Balanced needs and confidential requests of 15+ landmen with creative and fast-paced scheduling efficiencies.
- Orchestrated 3 individuals to retrieve confidential documents from courthouses across Oklahoma daily.
- Launched data input system to optimize documentation process.
- Read legal documentation and input pertinent information into Microsoft Excel spreadsheet used to determine legal ownership of land and minerals.
- Communicate effectively with coworkers and other managers.
- Onboard new hires.

### Farm Manager

#### May Show Cattle

09/2012 - 01/2014

##### Achievements/Tasks

- Oversaw daily maintenance of 6+ head of show/sale cattle and 50+ breeding stock.
- Administered vaccinations and medications, assisted in castration, dehorning, and breeding.
- Traveled to cattle shows to assist clients in show preparations, such as pen set up/take down, wash and fit stock, feed/water, and walk to turn outs.
- Managed 4 different individuals and delegated daily tasks.
- Communicated with potential and returning customers.
- Transported cattle to customers outside state lines.

## SKILLS

HTML

Usability Testing

Markdown

VS Code

CSS

Microsoft Office

Section 508 Compliance

Organized

Handling Sensitive Information

Self-starting

Writing

Copyediting

Researching

Twine

## EDUCATION

### Master Degree in Professional & Technical Writing

#### University of Arkansas

08/2022 - Present

##### Courses

- Writing Software Documentation
- Usability Testing & Design
- Document Design
- Writing for Business & Government
- Writing on the Web

### Bachelor Degree in Agricultural Business

#### Colorado State University

08/2015 - 05/2017

## INTERESTS

UX/UI design

Reading

Learning new programming languages

Working Dogs

Dressage

Gardening