



Kathleen Goodall

Technical Writer

Communicative, observant, and analytical thinker with 10+ years of well-rounded professional experience committed to expanding my capabilities as a Technical Writer by learning data analysis 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/portfolio

🐙 kategoodall.github.io

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

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

Working Dogs

Dressage

Gardening

Conservation