

Kathryn Thompson

(410) 877-5493 | katst96@vt.edu

Objective	To obtain a full-time position in the field of website management where I can apply my professional knowledge and skills for continuous improvement.	
Education	Bachelor of Arts in Professional and Technical Writing , May 2019 Minor in Integrated Health and Wellness Virginia Polytechnic Institute and State University (Virginia Tech), Blacksburg, Virginia GPA: 3.03	
Coursework	Developing Online Content Designing Documents for Print	Writing and Digital Media Technical Editing and Style
Technical Skills	DITA HTML CSS JavaScript Windows PowerShell	SEO and Google Analytics Adobe Photoshop Adobe InDesign Wordpress Microsoft Office
Relevant Experience	Website Design/Management Intern Montgomery County Chamber of Commerce, VA August 2018 – July 2019 <ul style="list-style-type: none">▪ Learned Chamber's specific CMS called ChamberMaster▪ Collected and analyzed site data using Google Analytics▪ Developed site information architecture based on data from Google Analytics▪ Generated new website content and images▪ Programed new website pages using HTML and ChamberMaster▪ Implemented website accessibility guidelines on each page▪ Provided ongoing training to Chamber staff members on website maintenance▪ Communicated with CMS developers on page production and new website launch Club Officer United Feminist Movement, Virginia Tech May 2016 – May 2019 <ul style="list-style-type: none">▪ Designed new logo and poster for gender-based violence rally and march▪ Helped organize feminist events on campus which drew hundreds of students▪ Arranged and scheduled social gatherings with other campus organizations▪ Designated club speaker on Title IX at Virginia Tech Sales Associate TJ Maxx, Christiansburg, VA June 2016 – June 2018 <ul style="list-style-type: none">▪ Provided excellent customer service as a cashier▪ Enhanced customer experience by answering questions about merchandise▪ Unloaded boxes and sorted merchandise from delivery trucks▪ Stocked merchandise to appropriate sections of the store Match Secretary Women's Rugby, Virginia Tech May 2015 – May 2016 <ul style="list-style-type: none">▪ Developed semester match schedules with conference teams▪ Communicated with teams in the surrounding states to plan matches▪ Scheduled all means of transportation and hotel arrangements for team▪ Worked with fellow officers to advertise matches	
Activities	United Feminist Movement, 2016-present Motorcycle Club at Virginia Tech, 2017-present Virginia Tech Women's Rugby, 2014-2016 Take Back the Night, 2016-2019	