

# Kathryn Thompson

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