

## KIM GRAFF

Experienced **Project Manager** specializing in **accessibility** with an extensive knowledge of WCAG 2.1, content management, and product development.

### EXPERIENCE

#### Macmillan Learning, NYC – *Senior Project Manager*

FEB 2018 - PRESENT

Manages accessibility audits of our software and online products, successfully bringing our products to WCAG 2.0 Level AA compliance. Creates new, streamlined workflows to ease pain points between cross-team projects and product development. Rolled out two new accessibility initiatives cross-multiple teams as well as effectively managed documentation for workflows for entire media editorial department as well as creating new ones to solve pain points.

#### Book Industry Study Group, NYC – *Project Manager & Operations Manager*

OCT 2015 - FEB 2018

Led six standing committees and managed all products and publications created from them. Spearheaded new metadata and rights standards for publishing industry. Orchestrated creation of new membership database and website. Successfully worked as both project manager and operations manager for two years, as well as acting as interim Executive Director for the summer of 2016 while Board of Directors looked for a permanent replacement.

#### Freelance Writer & Editor

FEB 2014 - FEB 2018

Edited manuscripts for writers, literary agencies, and publishers. Hired as a ghostwriter for children's books by various publishers. Cultivated a large client list and managed multiple projects at a time.

### EDUCATION

#### Columbia Engineering, NYC – *Full Stack Coding Bootcamp*

APR 2019 - SEPT 2019

Graduating in September 2019. Enhancing my skills in front-end and back-end technologies for full-stack web development including.

#### McGill University, Montreal – *Master of Information Studies*

AUG 2014 - AUG 2015

Studied library science, metadata, data mining, knowledge management, MySQL and JavaScript.

#### University of Kansas, Lawrence, KS – *B.A. in Political Science & International Studies*

AUG 2008 - JULY 2011

Graduated over a year early with honors and a double major.

(917) 789-0130

[kimagraff@gmail.com](mailto:kimagraff@gmail.com)

[LinkedIn](#) | [GitHub](#)

### SKILLS

Project Management

Full Stack Development

Database Theory

Creative Problem Solving

Extensive Knowledge of  
WCAG 2.0 & 2.1

Creative Writer

### CERTIFICATES

**Certificate in Information  
and Communication  
Technology Accessibility**  
from Georgia Institute of  
Technology, March 2018

**Certificate in Publishing**  
from University of Denver,  
August 2015

### LANGUAGES

HTML5, CSS3, JavaScript,  
jQuery, Bootstrap,  
Express.js, React.js, Node.js,  
MongoDB, & MySQL.

