

Katherine Kelly Mundle

Adventurous | Boundless Enthusiasm

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CAREER FOCUS

Senior content professional with extensive experience in technical and copy editing looking to leverage new front end web development skills along with years of content development experience.

RELEVANT EXPERIENCE

Senior Content Editor | ProQuest | August 2011 – June 2017

Promoted from editor, to U.S. Government (DOD and NSF Focus) Specialist, to Senior Content Editor. Trained 6 new editors, spearheaded a user survey resulting in process changes, designed and implemented workflow documentation for a seamless new hire onboarding experience. f.

Realtor/Assistant | Callender Group | November 2015 – Present

Work as a showing agent and assistant to Nicole Callender. Intimate knowledge of CRM tools in the industry. Controlled and contributed to WordPress based website and social media accounts.

Editor/Social Media Consult | Self | January 2014-Present

Proofread and revamp resumes, academic writing, and promotional copy resulting in several hires and career changes. Designed content and presented on the importance of social media engagement for the local fire department.

Copy Editor | *The Flyer* | January 2010-May 2011

Acted as the final frontier for all written content prior to reaching the Editor-in-Chief. Contributed to headline creation and layout revision.

PROJECTS

GitHub Work <https://github.com/kmundle>

Ongoing efforts utilizing HTML, CSS, and JavaScript

EDUCATION

Betamore Academy | Summer 2017

Front-end Web Development

Salisbury University | B.A., English Literature | May 2011

Business and Professional Writing

SKILLS

- Microsoft Office Suite
- 60 WPM
- Wordpress
- HTML
- CSS
- JavaScript
- Git/Github
- Software Testing/Trials
- Proprietary CMS
- MATRIX/MRIS
- MailChimp
- MAC OS
- PC

ORGANIZATIONS

Betamore

- FEWD Bootcamp
- TechHire Meetup

Maryland Food Bank

- Food sorting
- Fresh food harvesting

Maryland Book Bank

- Book sorting