**Kristen Johnson**

Kcjohnson08@gmail.com 509-953-1056

**Relevant Skills**

* Adobe Suite
* Multi-Platform Blogging Software and Databases
* Microsoft Office Suite
* Google Analytics and Adwords
* Social Media savvy
* Adept at writing both informal and formal styles and voice for various audiences
* Producing SEO-friendly content
* Excellent communication skills in-person/phone/e-mail
* Familiar with CMS and AP style
* Quick copyeditor, proficient researcher
* Firm grasp of English language and grammar
* Project leadership, event coordination, budget management
* Basic HTML coding
* Friendly and engaging
* Fast and dedicated learner
* Passionate and dependable
* Diversity competency
* Leadership and team-building skills
* Detail and quality oriented
* Affable and hard-working
* Non-profit volunteering and leadership
* Good with groups and collaborative projects
* Comfortable working in high pressure situations
* Good with groups and collaborative projects
* Grassroots organizing, volunteer management
* Customer-service wired

**Education**

**University of Washington** Seattle, WA

*Certificate in Editing* January 2015 - August 2015

Copyediting, Proofreading,

Developmental Editing, Social Media and

Website Content

**Western Washington University** Bellingham, WA

*Bachelor of Arts*  September 2008 - December 2011

Major: English**—**Creative Writing Emphasis

Concentration: Fiction/Poetry

**Writing**

**Associate Product Manager and Web Content Developer—QuickMedical**

• Produce and mange content for QuickMedical website Issaquah, WA

• Oversee 36 supplier accounts, maintaining relationships September 2015 to Present

and updating information for various pages

• Research products and new industry trends to stay relevant

in competitive markets

• Produce SEO-friendly content and keyword mapping for products

• Edit important company documents, including Routing Guides and Newsletters

**Staff Writer and Social Media Strategist—Fanpup**

• Contributor of content, ideas, articles and columns Seattle, WA

• Research and edit content, keep up with current events February 2014 to Present

relevant to website   
• Update and manage social media accounts

• Analyze social media trends and measure website growth

**Editorial Intern—Alaska Airlines Magazine**

• Wrote content for Journal sections of Alaska Beyond Seattle, WA

and Horizon Edition of magazine August 2015 to September 2015

• Researched information and conducted interviews

• Adhered to magazine voice, style, and strict word count

**Contributing Writer—TasteTablet.com**

• Contributed trendy, engaging articles to website Seattle, WA

• Researched content when necessary June 2015 to September 2015

• Kept up with current events and newsworthy trends  
• Generated article ideas based on primary audience

**Content Management Intern—Net Solutions North America**

• Contributed primarily to LX Printing Ferndale, WA

and Caddell's Laser Electrolysis Clinic websites March 2012 to May 2012

• Researched facts and statistics

• Detailed business strategies

• Participated in writing and editing press releases

• Consulted with companies and contributed significantly

to selected blogs for key account websites focusing on SEO-friendly material.

**Editing and Proofreading**

**Copyeditor—Fanpup**

• Copyedit articles adhering to Fanpup’s standard for publication Seattle, WA

• Created and implemented current House style guide and dictionary April 2015 to Present

• Proofread articles before publication

• Work closely with authors during various stages of editing and rewrites

• Work with other editors and directors to help improve Editorial Department

**Editorial Intern—Alaska Airlines Magazine**

• Fact-checked articles for publication,

including extensive internet research Seattle, WA

• Called and emailed references for information August 2015 to September 2015

• Performed light edits when needed

**Editorial Intern—Copper Canyon Press**  
• Responsible for general customer service, Port Townsend, WA

including email and phone inquiries/response May 2012 to June 2012   
• Reviewed and copyedited manuscripts

• Read and rejected submissions

• Gave input during several steps of production

• Drafted successful grant proposals

• Assisted in fundraising events

• Transcribed out-of-print manuscripts for future publication

**Game Editor of Foulplay—Western Washington University**

• Reviewed and edited member-written games Bellingham, WA

• Collaborated with writers and staff to fix game issues September 2009 to June 2012

• Conceived and finalized a House style guide for games

• Ensured the official editorial guidelines for written games were followed

• Helped other club officers with coordinating and budgeting for games and events.

• Provided creative input and feedback on game elements, including story and characters

**Management**

**Congressional District Leader—The ONE Campaign**

• Organize and manage local events Spokane, WA

• Oversee and delegate tasks to volunteers October 2013 to Present

• Reach out and jointly work with other organizations

• Contributed and edited blog posts for national website

**Customer Service**

**Gelato Server and Cashier—Sirena Gelato/Fainting Goat Gelato**

• Provided friendly and efficient customer service Seattle, WA

• Independently opened and closed shop January 2015 to March 2016

• Maintained a clean and organized shop

• Assured health codes were always met

• Managed cash register and money

**Holiday Merchandising Lead/Support Team—Macy’s**

• Managed Women’s Department Support Team Spokane, WA

during busy holiday season November 2013 to December 2014

• Set important sales and stocked new merchandise

• Completed various tasks as assigned by managers

• Assisted customers when needed

**Sales Associate and Cashier—Forever 21**

• Ensured customer service within store and managed cash register Bellingham, WA

• Frequently assigned fitting room attendant and cashier June 2012 to January 2013

• Kept store clean and presentable

• Maintained familiarity with layout and product locations