

Mary Kate White

CONTACT

I am a media specialist and team manager with more than 10 years of experience. I thrive in fast-paced, multifaceted executive roles, maintaining order and supporting diverse teams as we collaborate under tight deadlines.

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EXPERIENCE

2019 • Handled marketing and communication via phone, email and social
Office Assistant • Managed cruise ship's guests, staff, supplies and scheduling
Virginia Dare • Designed and produced promotional material for digital channels
Moneta, VA • Drew up, processed and filed contracts and company paperwork

2018 - 2019 • Produced and managed editorial content while working with
Editor advertising and design teams to plan and publish biweekly paper
Franklin News-Post • Updated and moderated website and social media channels
Rocky Mount, VA • Hired, trained and managed staff writers and contributors

2016 - 2018 • Planned, wrote, edited and proofed all print and online content
Copy Editor • Conducted research and interviews, wrote news and feature stories
China Daily • Managed contributors, post scheduling, forums and social media
& The Beijinger • Held weekly critiques, provided feedback and training to writers
Beijing, China • Assisted in planning and execution of promotional events

2015 - 2016 • Produced promotional materials for manufacturers in China
Marketing • Designed logos, photographed products, wrote copy for and built
Consultant company websites, catalogs and sales correspondence materials
Luoyang, China • Served as project manager for launch in English-speaking markets

EDUCATION

2014 Bachelor of Arts
Media Arts and Design
James Madison University

2020 Web Development Bootcamp
University of Richmond

SKILLS

HTML, CSS, Javascript, jQuery, Bootstrap
CMS/Wordpress, SOE, social media
Adobe Creative Suite (Ps, Id, Ai)
photo/video/audio production & editing
copy-editing, research and reporting
Simplified Mandarin