

## SKILLS

### Web:

MERN Stack:

Mongo

Express

React

Node

HTML, CSS, JS, jQuery

Responsive Design

Bootstrap, Materialize

Handlebars

APIs, JSON, OOP

AJAX

Local & Session Storage

MySQL & Mongo

IndexedDB

User Authentication

Progressive Web Apps

Chart.js

Heroku

Git/GitHub

Wordpress

### Social Media:

Facebook

LinkedIn

Instagram

Snapchat

Reddit

### Adobe Creative Suite:

Photoshop

InDesign

Illustrator

### Audio/Video Editing:

Final Cut Pro X

GarageBand

### Languages:

Simplified Mandarin

Spanish

Microsoft Office

Google Suite

Adobe Creative Suite

Mac and Windows

copywriting and editing

research and reporting

# MARY KATE WHITE

## CONTACT

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## EDUCATION

### University of Richmond

2020 Full-Stack Web

Development Bootcamp

### James Madison University

2014 Bachelor of Arts

Media Arts and Design

## EXPERIENCE

### 2019-present: Office Manager at Virginia Dare Marina in Moneta, VA

- Managed cruise ship's guests, staff, supplies and scheduling
- Handled all marketing and sales communication for marina
- Designed, produced and managed content for website and social
- Drew up, processed and filed contracts and company paperwork

### 2018: Editor at *The Franklin News-Post* in Rocky Mount, VA

- Produced and managed editorial content while working with advertising and design teams to plan and publish biweekly paper
- Updated and moderated website and social media channels
- Hired, trained and managed staff writers and contributors

### 2016-2018: Editor at *China Daily & The Beijinger* in Beijing, China

- Planned, wrote, edited and proofed all print and online content
- Conducted research and interviews, wrote news and feature stories
- Managed contributors, post scheduling, forums and social media
- Held weekly critiques, provided feedback and training to writers

### 2015-2016: Marketing Consultant in Luoyang, China

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