

KAYTEE STEPHENS

CONTACT

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ABOUT ME

Creative, Enthusiastic, Analytical

Bachelor of Arts, Creative Writing

University of Arkansas, May 2011

EXPERIENCE

SAGE Quick Technologies, Dec 2015 - Current

Write press releases, web content, email campaigns and newsletter articles. Responsible for maintaining company blog by writing posts, sharing via social media and optimizing WordPress back-end. Work closely with designers to ensure consistent brand standards.

Asset Panda, Feb 2015-Oct 2015

Develop templates for client implementation strategy, such as scope of work questionnaires, user permission templates, and timeline documentation. Provide client use case documentation to development team for product enhancement. Write user guides and create knowledge base content. Write web copy and blog posts. Draft and execute marketing email campaigns.

Tulsa Community College, Feb 2011-Dec 2013

Write policies and procedures manuals and training documents. Proofread external communications. Write and deploy email marketing campaigns. Create monthly newsletter articles and web content. Copyedit budgetary documents. Design Powerpoint presentations for internal and community-wide events. Develop call campaign scripts and email response templates.

University of Arkansas Press, Jan 2010-Dec 2010

Write press releases for web and print. Proofread manuscripts for grammatical or layout errors. Copyedit internal and external communications.

Keller Chamber of Commerce, Jan 2009-Dec 2009

Write memberships newsletter. Organize membership data, prepare Powerpoint presentations and marketing emails.

SKILLS

Microsoft Office Suite
Project Management, CRM
WordPress, Sketch

PROJECTS

TinyPineapple.us, Writer
Oklahoma Scholastic Writing Awards, Director
University of Arkansas Yearbook, Writer
Lamplighter Press, Copyeditor