

Kaytee Stephens

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Writing Experience

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| Asset Panda | Plano, TX | 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 | Tulsa, OK | 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 | Fayetteville, AR | 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 | Keller, TX | Jan 2009-Dec 2009 |
| Write memberships newsletter. Organize membership data, prepare Powerpoint presentations and marketing emails. | | |

Education

Bachelor of Arts in Creative Writing	May 2011
University of Arkansas	

Additional Projects

Oklahoma Scholastic Writing Awards, Director	2012
University of Arkansas Yearbook, Writer	2009-2011
Lamplighter Press, Copyeditor	2008-2010
Poetry published in various journals, including Dash Literary Journal	2007-2010

Skills

Expert - Microsoft Office Suite
Intermediate - Salesforce, Pages, Numbers, Mac OS, Asana
Basic - WordPress, HTML, Sketch