

# kathryn houghton

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## experience

2008–Present  
Spokane, WA

### ***Willow Springs Literary Magazine* :: Assistant Managing Editor & Web Editor**

- Manage 2010 Willow Springs Fiction Prize, which includes designing a timeline, organizing a team of readers, and selecting finalists
- Design marketing plan to increase subscriptions
- Implement and administrate a new staff blog of twenty-five writers
- Interviewed author Jane Smiley for inclusion in the magazine
- Copyedit galleys using Chicago style
- Log, evaluate, and reject submissions
- Attend weekly management and genre meetings
- Designed and coded a new author profiles feature on the website

2008–Present  
Cheney, WA

### ***Eastern Washington University, Online Learning* :: Technical Writer and Web Developer**

- Write internal and external help files for various technical processes using departmental style
- Write, edit, and design content for various web pages
- Develop style guides for print documents, web pages, and Blackboard LMS content
- Produce and edit media for online courses
- Supervised the daily tasks of a technical writing intern
- Transcribe videos for closed captioning

2006–2008  
East Lansing, MI

### ***Michigan State University Writing Center* :: Writing Consultant**

- Provided client consultations for undergraduate and graduate students on various writing projects, including dissertations, cover letters, and research papers
- Selected as a digital writing consultant to help clients learn to communicate through digital media including iMovie, Photoshop, and web design
- Designed and delivered over a dozen presentations to student and faculty audiences on such topics as citation styles and peer-response review
- Wrote articles for the writing center newsletter and a digital consulting website

2005–2008  
East Lansing, MI

### ***Freelance Web Designer***

- Worked with clients to create content and design usable, client-dictated websites by set deadlines
- Designed web pages for Allaby & Brewbaker Insurance Company; AND Holdings, LLC; and a Coldwell Hubbell real estate agent

2005–2008  
Okemos, MI

### ***Sunglass Hut* :: Sales Associate**

- Responsible for sales, returns, merchandising, opening, and closing in a single-seller environment
- Achieved 120% to sales goal over the course of my final year with the company
- Trained new sales associates

Spring 2008  
East Lansing, MI

### ***Michigan State Campus Event AIM: Movement or Mafia* :: Writer and Designer**

- Wrote and edited content for a promotional website
- Designed an event poster that was displayed around campus

2007  
East Lansing, MI

### ***Fourth Genre: Explorations in Nonfiction Literary Magazine* :: Editorial Assistant**

- Read, evaluated, and prepared annual Editor's Prize contest submissions for editor review
- Served as liaison to the Michigan State University Press
- Wrote rejection letters to authors using reader notes
- Logged submissions into a database

2004–2007  
Haslett, MI

**The Therapy Institute :: Front Office Assistant**

- Designed and wrote content for a front office training manual
- Worked as assistant to the office manager
- Transcribed tapes of therapist dictation and copyedited letters sent to physicians
- Performed office tasks such as copying, filing, preparing mailings, printing bills, sending faxes, answering phones, and scheduling patients

2005–2006  
Lansing, MI

**National Novel Writing Month :: Municipal Liaison**

- Organized and led meetings for a group of fifty local National Novel Writing Month participants
- Worked with local community and business owners to secure meeting locations
- Moderated and facilitated discussions on a regional online message board

**education**

Exp. Spring 2010  
Cheney, WA

**Eastern Washington University :: Master of Fine Arts, Creative Writing**

- Specialization in fiction
- Additional coursework completed in women’s studies

Spring 2008  
East Lansing, MI

**Michigan State University :: Bachelor of Arts, Professional Writing**

- Specializations in editing, publishing, digital writing, creative writing, and chemistry
- Coursework completed in editing and style, web design, document design, graphic design, literature, and composition

**other skills**

- |                     |                               |                      |
|---------------------|-------------------------------|----------------------|
| • Adobe InDesign    | • Microsoft Office Suite      | • Camtasia Studio    |
| • Adobe Photoshop   | • Mac and Windows systems     | • Audacity           |
| • Adobe Illustrator | • Content Management Systems  | • iMovie             |
| • Adobe Dreamweaver | • WordPress blogging platform | • Social media       |
| • XHTML/CSS         | • Blackboard LMS              | • Second-year French |

**community involvement**

- 2010 Volunteer for Spokane’s annual GetLit! literary festival
- 2006–2008 Writer’s Bloc at Michigan State University (organization for professional writers)
- 2004–2008 Michigan State University Spartan Brass
- 2005–2007 Michigan State University Spartan Marching Band (elected squad leader in 2007)
- 2007 Mentor for local 4<sup>th</sup> grade student through the Honors Times Two Mentoring Program
- 2005 Michigan State University Volleyball Band
- 2004 Holmes Hall Orientation Team at Michigan State University
- 2003–2004 Assistant Soccer coach for TNT Dynamite Premiere Soccer Club (obtained E-license)