

kathryn houghton

www.kathrynhoughton.com

education

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, composition, and advanced mathematics

experience

2010–Present
Lansing, MI

Michigan Department of Education :: Contract Writer and Editor

- Write reading passages and accompanying questions for grades 3–8
- Copyedit test booklets and teacher manuals
- Format 250-page assessment guidelines document using InDesign

2008–2010
Spokane, WA

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

- Managed 2010 Willow Springs Fiction Prize, which received over 60% more entries than 2009
- Presented at the 2010 AWP Annual Conference and Bookfair
- Logged, evaluated, and rejected submissions
- Copyedited galleys using Chicago style
- Implemented and administrated a new blog with over twenty-five writers
- Interviewed author Jane Smiley for inclusion in the magazine
- Designed and coded a new author profiles section of the website
- Designed marketing plan to increase subscriptions and renewals

2008–2010
Cheney, WA

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

- Edited, designed, and coded content for various web pages
- Wrote internal and external help files for various technical processes using departmental style
- Developed style guides for print documents, web pages, and Blackboard LMS content
- Redesigned website structure and navigation
- Supervised the daily tasks of a technical writing intern

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
- 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 final year with the company

- 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 event logo and 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

- 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 discussions on a regional online message board

- 2004–2006
Haslett, MI **The Therapy Institute :: Front Office Assistant**
 - Designed and wrote content for a front office training manual
 - Transcribed tapes of therapist dictation and copyedited letters sent to physicians
 - Performed office tasks such as filing, preparing mailings, answering phones, and scheduling patients

publications

- 2010–Present Weekly contributor to Bark, a blog of current and former Willow Springs editors
- 2010 Review, “Love in Infant Monkeys, by Lydia Millet” :: *The Collagist*
- 2011 Review, “Suicide, by Édouard Levé” :: *The Collagist*

other skills

- | | | |
|--|--|---|
| <ul style="list-style-type: none"> • XHTML/CSS • Adobe Photoshop • Adobe Illustrator • Adobe Dreamweaver • Adobe InDesign | <ul style="list-style-type: none"> • Microsoft Office Suite • Mac and Windows systems • Content Management Systems • WordPress blogging platform • Blackboard LMS | <ul style="list-style-type: none"> • Basic photography • Audacity • iMovie • Social media • 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)
- 2006–2008 Proofreader for Spartan Wings Flying Club
- 2004–2008 Michigan State University Spartan Brass
- 2005–2007 Michigan State University Spartan Marching Band (elected squad leader in 2007)
- 2007 Mentor for local 4th grade student through the Honors Times Two Mentoring Program
- 2005 Michigan State University Volleyball Band
- 2004 Holmes Hall Orientation Team at Michigan State University