

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

other skills

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| <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
2006–2008
2006–2008
2004–2008
2005–2007
2007
2005
2004
Volunteer for Spokane’s annual GetLit! literary festival
Writer’s Bloc at Michigan State University (organization for professional writers)
Proofreader for Spartan Wings Flying Club
Michigan State University Spartan Brass
Michigan State University Spartan Marching Band (elected squad leader in 2007)
Mentor for local 4th grade student through the Honors Times Two Mentoring Program
Michigan State University Volleyball Band
Holmes Hall Orientation Team at Michigan State University