

Skills

- Technical writing
- Graphic design
- eLearning design
- Publication design
- Web design
- Video editing
- Scriptwriting
- Audio Production
- Wordpress Development
- Squarespace Development
- Quality Assurance & Copyediting

Software

- Wordpress
- Squarespace
- Articulate Storyline 3
- Adobe Audition
- Adobe Photoshop
- Adobe Illustrator
- Adobe Premiere Pro
- Canva
- Google Suite

Education

Union University
B.A. in Journalism
May 2008

Experience

BOLIN BOOKS

Co-Owner

June 2022 - Present

- Founded the used and vintage bookstore with my partner.
- Source, categorize, and price books.
- Develop procedures for part-time staff.
- Design and maintain the logo, website, and marketing material.

INDUSTRIAL TRAINING SERVICES

Content Designer

November 2022 - December 2024

- Write and design all support documents for customer support and sales.
- Rework and maintain the company's public facing website.
- Create new website pages for specific training series.
- Create the presentation for and produce the Regulation Navigation webinars.
- Write the material for and maintain the company's SharePoint intranet.

Product Technical Writer

May 2022- November 2022

- Wrote and designed all support documents for customer support and sales.
- Developed a release notes site for a Learning Management System.
- Collaborated with product owners to establish and present a product roadmap to company stakeholders.

Content Support Coordinator

May 2020- May 2022

- Communicated with clients on project updates and releases.
- Managed the work load for two content developers as the team transitioned to remote work due to the pandemic.
- Produced audio for eLearning courses and designed a template that increased the courses requested from 7 to 16.

eLearning Designer

June 2019- May 2020

- Recorded and cut audio for interactive eLearning courses.
- Designed interactive eLearning courses with knowledge checkpoints for the company's signature series and client projects.

Technical Writer

June 2015- June 2019

- Wrote and edited paper-based courses and storyboards, including review questions, learning objectives, and exams.
- Tracked changes in the federal code and identified changes needed to course content.
- Completed Quality Assurance testing for online exams and courses.

Public Service

Murray Main Street
Board Member

Experience

INGRAM'S WATER & AIR / MRCOOL

Contract Technical Writer

February 2020 - October 2022

- Wrote 1,000+ descriptions for a heating and air wholesaler to improve SEO.
- Wrote a buying guide for large HVLS ceiling fans.

WESTERN RECORDER

Contract Layout Designer & Reporter

August 2014 - March 2019

- Laid out the state newsjournal for Kentucky Baptists
- Edited stories for publication
- Created graphics and edited photos for newsprint
- Managed newspaper content and layout for 4 state associations

WKMS-FM

Weekend Announcer

August 2015- June 2020

- Hosted 2 days of daytime public radio programming each week
- Managed and edited the community calendar
- Wrote and recorded community calendar breaks for other public radio hosts

News Reporter

September 2012- June 2015

- Recorded daily top of the hour newscasts
- Wrote 2-5 stories each day for online and broadcast
- Recorded spots and features for national NPR broadcast
- Produced a segment about the orphan train for an award-winning radio documentary

Work Samples

[Bolin Books Website](#)

Designed the logo and created the Squarespace website.

[Regulation Navigation Webinar](#)

Produced the quarterly webinar and edited and uploaded the recording.

[Regulation Navigation Webpage](#)

Designed and wrote all content for the ITS website built with Wordpress.

[GTI Energy PSMS Course Catalog](#)

Designed and wrote descriptions for the eLearning course catalog.