

KATHLEEN NEWTON

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SUMMARY

Versatile Editor / Writer / Desktop Publisher who ensures successful impacts on audiences by using analysis, clarity, and creativity.

Skills include researching, proofreading, editing, writing, designing, creating templates, applying corporate standards, and managing version control for:

- Technical specifications, test plans, and technical reports (including engineering changes and new version updates).
- Training documentation (departmental procedures, curriculum guides, user manuals, work instructions, and help lines).
- Interactive forms, spreadsheets, charts, and databases.
- Marketing collateral (brochures, press releases, presentations, and newsletters).
- Web content and social media, including Facebook and Twitter.
- Proposals, requests for proposals (RFPs), and contracts.

SOFTWARE AND HARDWARE

- Microsoft Word, Visio, Access, Excel, Outlook, PowerPoint
- HTML, Requisite Pro, PhotoShop, FrameMaker
- LinkedIn, Facebook, Twitter, WordPress, SEO
- Groupwise, DocZone, DevZone, Primus, Clarify, LiveLink, Documentum
- Macintosh and PC platforms

AWARDS AND RECOGNITION

- Received cash bonus of over \$5,000 from CableLabs for excellent performance.
- Earned three cash bonuses for outstanding contributions to department at StorageTek (two for Website, one for technical manuals).

PROFESSIONAL EXPERIENCE

Writing, Corporate Branding, Copy Editing, Quality Assurance

- Per feedback from management and client, significantly improved documentation for Deloitte Consulting, LLC's Colorado Benefits Management System (CBMS) project by creating and implementing customized templates.
- At Deloitte/CBMS, created, performed, and documented Quality Assurance procedures for several hundred documents.
- At CableLabs, formatted, edited (including engineering change and new version incorporation), imported documents into RequisitePro, tagged requirements, sent for review, added traceability, created matrices, and submitted over 150 documents for publication. Many of the Word documents were over 1000 pages long.
- Proofread and wordsmithed technical publications for Incision, Inc. and Microsoft.
- Rewrote and formatted information for Northrup Grumman's Help Line and wrote User Manual for the company's security software.
- Insured professional excellence of 300-500-page curriculum guides for PeopleSoft by editing, wordsmithing, formatting, and applying standards within an abbreviated timeframe.
- At manager's request, reduced editing needs by teaching seminar on passive voice to subject matter experts at PeopleSoft.

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Web Design, Development, and Maintenance

- Using SEO Plug-in for WordPress, made Rocky Mountain Chorale's website show on first page of most search engines for common search words.
- Recognized by manager as having saved significant time by consolidating product and marketing information into a much-used 26-page Website at StorageTek (STK).
- Generated mailing list of over 350 users; then wrote and sent newsletters and bulletins to users for STK department.
- Created and implemented TechTips template so developers, field personnel, and customers could find information quickly, know the latest troubleshooting efforts, avoid duplicate testing, and include all pertinent information in reports.

Proposals, Requests for Proposals (RFPs), and Contracts

- Currently researching and writing grant proposals for Reading to End Racism Boulder (RERB).
- Wrote summaries of the RFP written by the State of Colorado and the corresponding proposal written by Deloitte. Ensured all documentation was compliant with contract.
- Researched, compiled, wordsmithed, and submitted a proposal to the Colorado Commission on Higher Education (CCHE) for the Interdisciplinary Telecommunications Program at the University of Colorado. Proposal resulted in a \$1.25 million grant.

EMPLOYMENT

Kathleen Newton ~ Wordsmith

2004 – Present

Imaging the World – Editor/Proofreader (Current)
Denver Web Success – Web Content Writer (Current)
KBC Advanced Technologies – Contract Technical Editor
Deloitte Consulting, LLC, for Colorado Benefits Management System (CBMS) Project – Contract Technical Writer
Kovalcik & Geraghty Wealth Partners, LLP, A branch office of Raymond James – Brochure Copywriter
Terry Southern Literary Trust – Grant Researcher
Geek Street Studios – Web Content Writer
Microsoft/nSightWorks – Editor/Proofreader for books published by Microsoft
Incision, Inc. – Editor/Proofreader
Northrop Grumman – Contract Technical Writer
Colorado Business Management System (CBMS) – Contract Communications Specialist
PeopleSoft – Contract Information Developer

CableLabs

2005 – 2008

Technical Specifications Editor and Procedures Writer

StorageTek, Louisville, Colorado

1999 – 2004

Technical Editor/Desktop Publisher

University of Colorado, Interdisciplinary Telecommunications Program

1994 – 1999

Public Information Officer/Graduate Administrator

EDUCATION

- Bachelor of Arts in Communications with a Minor in English, University of Colorado
- Certificate in Website Design, University of Colorado
- Extensive additional coursework in WordPress, grant writing, Web graphics, etc.

WRITING SAMPLES AVAILABLE