

# Kathryn Carter

321 7<sup>th</sup> Street North #22, Sartell, MN 56377 | Phone 320.260.5992 | kathi@haloknight.com

---

## Skills Profile

- Excellent oral and written communication skills
- Well organized, detail oriented, self-starter
- Exceptional computer skills
- Familiar with medical terminology and with laboratory procedures and protocols
- Wide variety of experience in multiple industries due to extensive work with temporary employment agencies

## Education and Academic Achievements

### Bachelor of Science, Technical Communication

Minnesota State University, Mankato

May 2011

Mankato, MN

- Minor: Environmental Science
- Current 3.8 GPA

### Associate of Science, Individualized Professional Studies

Alexandria Technical College

May 2008

Alexandria, MN

- Major emphasis was on Technical Writing and Medical Laboratory Technology
- Graduated with a 3.8 GPA
- Recipient of 2007 – 2008 Outstanding Academic Achievement Award in Major
- Member of Phi Theta Kappa Honor Society

## Software and Programming Proficiency

- Microsoft Office 2007 – Word, Excel, Power Point, Outlook, Publisher, Access, and Expression Web 2
- Web design programming – HTML, CSS, XHTML, XML, XSLT, Joomla!, and JavaScript
- Adobe Creative Suite 3 – Photo Shop, Dreamweaver, In Design, Fireworks, Flash, Illustrator, and Acrobat
- Adobe FrameMaker, Adobe RoboHelp, Microsoft Visio, AuthorIT

## Employment History

### Web Design Consultant

IRET<sup>MN</sup>

2010 – Present

Mankato, MN

- Work as a consultant designing an updated website
- Implementing a content management system
- Creating new graphics and re-organizing the website

### Project Manager/Web Designer

Cheryl Meglio – Multiple Websites

2008 – Present

Saint Louis, MO

- Creating a large database-driven website directory/community portal
- Developing content, planning overall layout, and researching competition
- Responsible for defining corporate branding and image
- Work as a consultant updating an e-commerce website with new product picks and content monthly
- Developed a small website for an online ministry

### Technical Writer Consultant

Partnership for Regional Competitiveness – Southern Minnesota

2009 – Present

Saint Peter, MN

- Work as a consultant preparing bi-monthly newsletters for distribution to interested parties
- Coordinate with interviewer and other staff to edit and compile electronic newsletters
- Design electronic newsletters in PDF format for email distribution

# Kathryn Carter

321 7<sup>th</sup> Street North #22, Sartell, MN 56377 | Phone 320.260.5992 | kathi@haloknight.com

---

## Technical Writer Intern

Minnesota State University, Mankato

2009 – Present

Mankato, MN

- Work for the Department of Strategic Business, Education and Regional Partnerships
- Coordinate with interviewer and other staff to edit and compile quarterly electronic newsletters
- Design electronic newsletters in HTML format for email distribution to the school and partners
- Update website ([www.mnsu.edu/partnerships](http://www.mnsu.edu/partnerships)) with new appearance and content as needed

## Teacher Assistant

Alexandria Technical College

2006 – 2008

Alexandria, MN

- Assisted the Program Director and instructors for the Advanced Degree Nursing Program
- Created and edited program documentation and learning materials with Microsoft Word and Excel
- Created Power Point presentations with speaker notes for lectures
- Graded papers using key and entered grades into computer system

## Personal Time

Stayed Home

2003 – 2005

Sartell, MN

- Took time off to spend with terminally ill father in Illinois before his death
- Managed estate after my father's death
- Oversaw home repairs, organized records, and paid debts
- Organized a huge estate sale involving property, boats, vehicles, and personal belongings in Illinois

## Marketing Coordinator (*temporary job*)

Office Team

2003 – 2003

Saint Cloud, MN

- Coordinated marketing materials for Wells Fargo Home Mortgage
- Tracked customer lists for several mortgage consultants at multiple branches

## Database Administrator (*temporary job*)

Office Team

2002 – 2002

Saint Cloud, MN

- Created an Access database for a new telephone switch system at the VA Hospital and clinic
- Prepared customer documentation for post-installation
- Continued work from home on second installation in North Dakota

## Administrative Assistant

Center for Financial Solutions

2001 – 2001

Saint Cloud, MN

- Provided administrative support to financial advisors
- Researched funds on the Internet and prepared presentation materials
- Created a contact management database

## Medical Billing Clerk (*temporary job*)

Centra Care Billing Office

2000 – 2001

Saint Cloud, MN

- Entered CPT billing codes into ID<sub>x</sub> system for Centra Care Health System
- Processed inpatient, outpatient, emergency room, and surgical procedures
- Trained new employees in the department

## Attendance Secretary (*temporary job*)

Kelly Services

1999 – 1999

Saint Cloud, MN

- Maintained attendance and enrollment records of students at Tech High School
- Created database to track scholarship applications and awards for seniors