

Francie (Kay) Fitzpatrick

Kenmore, WA

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- Objective** To use my skills and experience as a communications contractor, helping clients with writing, editing, web and social media updates, and special communications projects.
- Education**
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|--------------------|--------------------|-------------|
| Sept 2004-May 2005 | Gonzaga University | Spokane, WA |
| Sept 2001-May 2003 | | |
- Graduated with a Bachelor of Arts degree in Public Relations & Advertising and a Grade Point Average of 3.66/4.0.
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| Sept 2003-June 2004 | University of Edinburgh | Edinburgh, Scotland |
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- Experience**
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| Jan. 2012-Present | Francie Fitzpatrick Communications | Kenmore, WA |
|-------------------|------------------------------------|-------------|
- Communications contractor*
- Write and edit communication materials and presentations, using Microsoft Word, PowerPoint, Publisher, Excel, Adobe InDesign and Photoshop
 - Manage communication projects from start to finish, ensuring that they are completed on time and on budget
 - Write and distribute press releases; coordinate with the media
 - Write web content; update websites using different content management systems
 - Create and manage social media sites
 - Clients include Northwest Kidney Centers, MSN, Netstar, Inc., Apex Contracting & Restoration, LBi, Valentine Fanconi Anemia Run
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|-------------------|--|-------------|
| July 2012-Present | Kidney Research Institute (University of Washington) | Seattle, WA |
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- Public Information Specialist (part-time)*
- Write and edit communication materials, including an annual report and quarterly newsletters
 - Manage updates to the website and social media sites
 - Coordinate with internal and external stakeholders, including donors, patients and staff
 - Work with graphic designers, web developers, printers, and photographers on a regular basis
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|---------------------|--------------------------|-------------|
| July 2009-Dec. 2011 | Northwest Kidney Centers | Seattle, WA |
|---------------------|--------------------------|-------------|
- Public Relations Specialist*
- Wrote and edited communication materials, including biweekly, bimonthly and quarterly newsletters as well as fliers, handouts, press releases, articles and blog posts using AP style
 - Created, edited and maintained content on the organization's website, www.nwkidney.org, and intranet on a daily basis
 - Created then managed Northwest Kidney Centers' social media presence on Twitter, Facebook and YouTube; wrote social media policy for the organization
 - Managed contracted service providers, including graphic designers, printers, video producers, webmasters and others
 - Coordinated mailing process for newsletters and special projects, worked with internal database manager to pull mailing lists and with the printer/ mailing house to ensure newsletters were printed and sent out on time
 - Project managed special projects, including print projects and educational videos, ensuring that they were completed on time and on budget
 - Provided event support by coordinating signage, photography and pre- and post-event publicity

