



Kellie Doherty

1969 SW Park Avenue, Portland, OR 97201

907-382-6110 | kellie.f.doherty@gmail.com | www.kelliedoherty.com

EDUCATION

MS in Writing: Book Publishing, Portland State University — 2016

BA English Literature, University of Alaska Anchorage — 2011

- Graduated Magna Cum Laude, member of Phi Kappa Phi honor society

WORK EXPERIENCE

Freelance Editor/Owner, Edit. Revise. Perfect. — September 2011–Present

- Does developmental editing, copyediting, and proofreading
- Completes ongoing contract work with Desert Palm Press, editing novel-length works of fiction

Comin' In Over the Rock co-manager, Ooligan Press — February 2016–June 2016

- Guided the manuscript through the entire re-printing process
- Performed copyediting, created the interior design brief, and proofread
- Communicated with the author, answering questions and alleviating concerns
- Supervised a core team of four students and delegated copyediting and proofreading tasks to them

Write to Publish 2016 co-manager, Ooligan Press — March 2015–March 2016

- Coordinated the writing/publishing conference; organized speakers, vendors, sponsors and volunteers for event
- Marketed through social media and other traditional outlets (such as newspapers, fliers, etc.)
- Increased attendance and raised \$4,000 for the press
- Supervised three teams of four-to-six students and delegated work; mentored the next managers, updated the procedures manual

Administrative Assistant/Receptionist, Michael L. Foster & Associates, Inc. — February 2012–August 2014

- Organized and filed in-house documentation, answered phones from clients and others, greeted people, ordered supplies
- Formatted, designed, and edited reports and proposals using Microsoft Suite; troubleshoot issues
- Mentored and trained new receptionist, created a comprehensive desk manual for future receptionists/admin assistants

OTHER EXPERIENCE

Author — May 2013–Present

- Publishes work with Desert Palm Press, *F Magazine*, *Pathos Literary Magazine*, and *Alaska Woman Speak*
- Markets, writes press release and pitch letters, designs media artifacts

Assistant to the Editors, *Cirque Literary Journal* — May 2013–Present

- Catalogs submissions, sends notifications, creates fliers, staffs events

Write to Publish 2015 Team Member, Ooligan Press — September 2014–March 2015

- Assisted the marketing (writing press releases, tabling and putting up posters, and emailing possible participants and attendees)
- Staffed the event the day of as the workshop leader

Blogger, PSU Chronicles — September 2015–June 2016

- Wrote blogposts about campus events, took pictures to correspond with blogposts

Copyeditor, PSU *Vanguard* — June 2015–March 2016

- Edited articles utilizing the Associated Press style

Internship, Ripple Grove Press — September 2015–March 2016

- Aided with social media, wrote website and pitch copy, designed media artifacts, staffed events, helped with acquisitions

COMPUTER SKILLS

Microsoft Office Suite — Word, Excel, PowerPoint, Outlook

Adobe Office Suite — InDesign, Illustrator, Photoshop

Social Media — Twitter, Facebook, Tumblr, Instagram, LinkedIn, Pinterest

Other Software — Trello, Squarespace, Wordpress, Weebly, basic HTML

REFERENCES

Please contact me concerning references.