

KATHERINE M. COX, Writer
Albuquerque, NM www.katcox.com

EDUCATION:

The New School University, New York, NY
Master of Fine Arts, Creative Writing (Fiction)
GPA: 4.0

Georgetown University, Washington, DC
Bachelor of the Arts in Linguistics, Minor in French
GPA: 3.3 overall, 3.9 in French

PROFESSIONAL SKILLS:

Fiction and Ghostwriting:

- “Sandy and the Corset” short story published in *Omnia Vanitas Review* (Web publication).
- Wrote 10 customized pieces of short, original erotic fiction for www.SexWorkers.co.nz.
- Wrote “One Kid at a Time” (novel in progress), Creative Thesis for MFA in Creative Writing.
- Researched, wrote, and edited “From the Ashes” history of the New Mexico Corrections Department since the 1980 prison riot (unpublished).

Sales and Marketing:

- Write, edit, and distribute press releases for EVS Broadcast Equipment, Inc.; The Video Factory; The Diva Lounge; and New Mexico House Rabbit Society.
- Research, write, and edit case studies, white papers, advertising copy, etc., for EVS Broadcast Equipment, Inc.
- Turned “EVS and Live Earth” case study into article “Live Earth and EVS”, published in *Broadcast Engineering*, May 1, 2008 for EVS Broadcast Equipment, Inc.
- Wrote and edited not-for-profit business proposal for Friends Abroad.
- Wrote and edited business plan for New Age Tech, LLC.
- Trade show organization for EVS Broadcast Equipment, Inc., including reserving spaces, booth set-up, managing travel arrangements and hotel reservations, scheduling meetings, maintaining calendar for over 100 attendees, arranging entertainment for clients, managing catering for booth, designing and ordering giveaway materials, stocking brochures, and coordination efforts with counterparts in foreign office.
- Created and managed relationships with libraries as Library Sales Manager at Listen & Live Audio, Inc., including cold-calling and traveling for meetings.
- Wrote and edited weekly newsletters for members of Web sites for G4Connect, Inc. (AutoPRIVILEGES and Switzerland Rewards).

Web site Management:

- Researched, wrote, and maintained all copy for AutoPRIVILEGES Web site, including articles on cars, reviews of vehicles, tips for vehicle owners, quizzes on content, and more. Entered all content into custom-built CMS called November, which required very precise HTML mark-up.
- Researched, wrote, and edited all copy for Switzerland Rewards, including articles on Swiss culture, activities, history, and travel, and quizzes on content. Entered all content into custom-built CMS called November, which required very precise HTML mark-up.
- Wrote, recorded, and uploaded voice-over content for AutoPRIVILEGES Web site.
- Updated and maintained North America and Latin America section of Web site for EVS Broadcast Equipment in custom-built WISYWIG (What You See is What You Get) manager.
- Wrote original content and how-to articles for www.SexWorkers.co.nz; entered and managed all content on WordPress site, including formatting and editing.
- Created and maintain personal Web site, www.katcox.com, including all links and blogs.
- Designed and implemented first Book Co-op Web site for Students of Georgetown, Inc. (The Corp).

Social Networking:

- Set-up and upkeep of Facebook Fan Page for The Video Factory.
- Write and edit personal profiles for friends on dating Web site OKCupid.
- Create and manage advertising for www.katcox.com on Craigslist and Facebook.

Translation and Foreign Languages:

- Translated IPDirector Users Manual from English to French for EVS Broadcast Equipment, Inc.
- Translated “Trimester Information” for Netmarketing and CPL from French to English.
- Wrote and edited research articles for Creative Content, LLC for English as a Foreign Language learning materials.

Community Service:

- Volunteer for New Mexico House Rabbit Society, includes participating in rescue efforts of rabbits, cleaning cages and socializing rabbits at local PetCo stores, participating in fund-raising events, and writing and distributing marketing materials for NMHRS.
- Volunteer at local radio station KLYT 88.3, included writing copy for weekly Top 20 countdown show.

Computer Experience:

- Microsoft Office Suite, including Word, Excel, PowerPoint, Outlook, Access, and Internet Explorer.
- Google Applications, including Gmail, Docs, Chrome, GChat, and Google Talk.