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# J. Christy McKibben

christy@christymckibben.com

## SKILLS SUMMARY

### Editing, proofreading, writing

Articles, blog postings, brochures, documents, e-books, faculty documents, glossary pages, how-to guides, medical documents, newsletters (weekly, monthly, quarterly, and yearly), technical writing/editing, workshop materials, other projects

### Designing

Brochures, e-books, how-to guides, logos, newsletters, PowerPoint presentations, websites, other projects

### Tools

Adobe products, Canva, Constant Contact, Google Docs, Microsoft Office, Open source software (multiple), Pixteller, Prezi, social media, Wordpress, other tools

### Other

- Audited medical records in a hospice facility
- Educated and coached new employees on customer service techniques
- Trained new employees to proofread documents at a financial company
- Guided new employees through data entry methodology
- Deescalated callers' phone calls and gave helpful tips to team to improve their skills

## EDUCATION AND LICENSE

- Bachelor of Science, Technical Communication, Arizona State University
- Associate of Applied Science, Practical Nursing, Hennepin Technical College
- Licensed Practical Nurse, North Carolina Permanent License #76621

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## PAST AND CURRENT EXPERIENCE

- Author & cover illustrator: *Let's Talk About...Cockroaches!* (e-book)
- Author & illustrator: *My Pal Tiernan's Coloring Book 1: Cats, Cats, & More Cats* (paperback)
- Author & Illustrator: *Hey Tiernan! Where's Your Tail?* (e-book and paperback)
- Author: *Living in Darkness: Understanding the Dark Cloud of Depression* (e-book and paperback)
- Writer & editor: Cat Angels Pet Adoptions internal newsletter, 2016-current (entirely remote)
- Freelance writer/editor/web designer: Indelible Productions, 2017 (entirely remote)
- Freelance writer/editor/web designer: Extreme Adrenaline Fest, 2017 (entirely remote)
- Freelance writer: iBus Media, 2017 (entirely remote)
- Freelance writer/blogger: CODA Concepts, LLC, 2016 (entirely remote)
- Freelance writer: Study.com, 2015 (entirely remote)
- Quality improvement technician Licensed Practical Nurse: Transitions LifeCare, North Carolina
- Licensed Practical Nurse: St. Anthony's Hospital, Patient Care Unit, Florida
- Administrative specialist: University of Minnesota, St. Paul campus
- Advanced customer service representative: American Express Financial Advisors, Minnesota
- Preschool/Pre-K teacher: Especially for Children, Minnesota
- Primary teacher, assistant teacher, aide: KinderCare, Minnesota

### **Volunteer, Cat Angels Pet Adoptions 2015-current**

Working with cats and kits in facility; writing and editing internal weekly newsletter