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# J. Christy McKibben

christy@christymckibben.com

<https://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 & Other Competencies

Adobe products, Canva, Constant Contact, CSS, customer service, Google Docs, HTML, Microsoft Office, open source software (multiple), Pixteller, Prezi, research (multiple subjects), SEO best practices, social media, WordPress, other tools, other competencies

### 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 the team to improve their skills

## EDUCATION & 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 & CURRENT EXPERIENCE

- Freelance healthcare copywriter/content writer: Tailored Ink, 2021-current (entirely remote)
- Writer & editor: Cat Angels Pet Adoptions internal online newsletter, 2016-current (entirely remote)
- 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)
- 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 the facility; writing and editing the internal online weekly newsletter