

Kathleen Sheridan

Get more information about me at KathleenLSheridan.com.

Objective

I am a focused and organized self-starter seeking a full-time digital communications position.

Professional Experience

2015-
Present

Communications & Outreach Coordinator at Roseville Area Schools

- Handles district publicity, including video, photography, and press releases
- Writes copy for district publications and edits web and print content
- Manages email and social media campaigns

2013-
2015

Digital Communications Specialist at Community High School District 155 (four high schools plus district office)

- Prepared internal and external communications for print and websites
- Managed SharePoint website and social media accounts
- Redesigned six district websites as part of an interdepartmental team
- Acted as interim director of communications and Freedom of Information Act Officer

Summer
of 2013

Copywriter at Juno Lighting Group

- Entered and edited website descriptions for more than 2,000 product families
- Created in-house style guide for redesigned website and product catalogs

2012-
2013

Web-based Media Intern at Disability Rights IOWA

- Collaborated with executive director and outside designer to redesign website for users with disabilities
- Negotiated organization's vision with the capabilities of web design
- Trained staff on how to use Wordpress and troubleshoot problems

Accomplishments

INSPIRA 2014 Communications Contest Award of Excellence for social media

INSPIRA 2014 Communications Contest Award of Excellence for websites

More than doubled the number of Twitter followers for District 155

Program Skills

Hootsuite for Twitter accounts ■■■■■■

WordPress ■■■■■■

Adobe Creative Suite ■■■■■■

Google Apps and Analytics ■■■■■■

Drupal ■■■■■■

Education

College

Drake University in Des Moines, IA

Degrees

Bachelor of Arts in English; minor in psychology

Bachelor of Arts in Journalism and Mass Communication

Graduated May 2013

Graduated magna cum laude in both colleges