

Kelly DeWindt

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LOOKING FOR

A position to take advantage of writing skills and both creative and analytical capabilities.

PROFILE

Passion for writing. Proven producer under pressure. Very quick learner with strong presentation skills. Experienced in social networking. Well-traveled and comfortable in international situations. Creative writer with strong sense of discipline. Communicates well, both written and verbal, with all types of people.

EXPERIENCE

SpeedPro Imaging **Marketing Manager & Project Manager** — Oct 2015 to Present

Tustin, CA

- Client contact for multiple accounts
- Create and manage production schedule
- Handle orders, work orders, and invoicing
- Create presentations for both myself and others
- Put together online and print marketing materials
- Represent company at business associations
- Write for and edit association newsletter
- Write blog posts for company website

D'Arcy Media Worldwide **Freelance Writer & Editor** — July 2018 to Present

Rancho Santa Margarita, CA

- Full edit of copy across multiple pages
- Work with client to establish consistent tone

International Center **Technology Intern** — Aug 2010 to Nov 2010

for Journalists

Washington, DC

- Taught myself and then my co-workers how to use a cloud database for international contact management
- Helped organize annual ICFJ awards dinner
- Helped with technology support

FURTHER EXPERIENCE

Private Family **Nanny** — Aug 2010 to Nov 2010

Washington, DC

- Planned and managed activities for household (2 adults and 2 children, ages 4 and 7), including tutoring, meal planning, food purchasing, cooking, and errands

Westwind Web Design **Social Networking Specialist** — Jul 2010 to Sep 2010

San Clemente, CA

- Opened and updated Twitter and Facebook accounts for specific clients for design firm
- Became general assistant for owner, eventually managing relations with specific clients

Sparxent Inc. **Accounting Assistant** — Jun 2009 to Aug 2009

Newport Beach, CA

- Reviewed and organized history for all checking accounts
- Tidied and organized all marketing support materials, trade show items, and office supplies
- Reorganized filing systems in accounts receivable, accounts payable and due diligence

Principia Upper School **Receptionist** — Sep 2007 to Jun 2008

St. Louis, MI

- Worked at reception desk, answering phones, directing calls, greeting visitors, handling requests from students/parents/administration/faculty

EDUCATION

Bachelor of Art, English

Principia College, Elsau, Illinois, 2014

- Creative writing emphasis, with substantial background in physics and math

AWARDS & ACHIEVEMENTS

- National Merit Scholar, June 2008
- Principia College Trustee Scholarship, 2008-9
- Varsity Soccer 2008, 2009, 2011, 2012
- NCAA Div III National Tournament fall 2008, fall 2011

