

# Kate Murphy

3621 Lakeview • Monroe, MI 48162 • 734.755.9567 • heykate@kmurphy.me

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Passionate writing and editing professional with a graphic design background as well as 2 years of publishing industry experience. Proven track record for excelling in a collaborative, team dynamic, working with authors and agents as well as cross-departmental employees. Specializes in editing, creative writing, and design.

## Key Skills & Qualifications

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- Excellent verbal and written communication
- Proficient in the Microsoft Office Suite
- Adobe Creative Suite (CS4 on up)
- MLA, APA, and Chicago Manual of Style
- Designing capabilities for print and web
- Knowledge of responsive design
- Proficiency in French
- Copy, line, and developmental editing
- Library databases and research
- Project management experience

## Education

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### Master of Arts in English and Creative Writing Concentration in Fiction

Southern New Hampshire University, Manchester, NH  
Member of Student Leadership & Success Honor Society  
Relevant Courses in Publishing and Genre Fiction  
May 2016; Cumulative GPA 3.9;

### Bachelor of Science in Graphic Design Minor in French

Ferris State University, Big Rapids, MI  
Cum Laude; Dean's List  
Study Abroad Course Credits in France and Italy  
May 2013; Cumulative GPA 3.5

## Relevant Experience in Writing and Design

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- Edited approved manuscript submissions, with tasks ranging from general proofreading to developmental editing according to the needs of the individual documents.
- Maintained constant contact with all assigned authors throughout the editing process, answering questions, discussing ideas, absolving concerns, and serving as a source of feedback both fair and honest in regards to the quality of work reviewed.
- Accepted, interpreted, and applied feedback from clients and coworkers through each assigned project.
- Assisted editorial team with writing book synopses, descriptions, and jacket copy.
- Wrote ad copy for online banners, book promotions, takeaways at author events, and library and distributor catalogues in order to extend the reach of the target market and build brand awareness.
- Facilitated individual lessons, with both domestic and international undergraduate students, through each phase of the writing to process to improve writing comprehension and command of grammar and syntax.
- Conducted literary critiques for writers of varying skill levels while providing positive feedback and discussing areas of improvement for the overall flow, voice, description, and clarity of different forms of fiction.
- Performed design work on various publishing-related projects such as:
  - Book covers (print and ebook)
  - Print and digital promotions for backlist and upcoming titles
  - Book mechanicals according to printer specifications
  - Interior book design, typesetting, and layout.
- Wrote for business and marketing through brand identity guidelines and press releases.

## Work History

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**Editorial Intern**, Stitched Smile Publications - Remote

*September 2016 – Present*

**Graphic Designer**, Astor+Blue Editions - New York, NY

*January 2015 – April 2016*

**Freelance Graphic Designer**, New York, NY

*June 2014 – January 2015*

**Graphic Design Intern**, FSU Office of International Education - Big Rapids, MI

*August 2011 – August 2012*

**Writing Tutor**, Ferris State University (FSU) Writing Center - Big Rapids, MI

*August 2010 – August 2011*