

KATHLEEN M. DORMODY

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PROFILE: Adept at cultivating partnerships, enhancing, and growing programs, and moving organizations forward.

SPECIAL SKILLS

Writing: Business Writing, Copywriting, Content Creation, Curriculum Development & Training Materials, Editing & Proofreading
Technology: MS Office Suite, MS Teams, Dropbox, Zoom, Google Docs, Adobe, Excel, PowerPoint; Publisher; WordPress; Canva
Creative: Graphic Design, Layout & Design, Formatting, Marketing/Email/Social Media Campaigns
Leadership: Training, Staff Management, Program Development & Management; Project Management
Communication: Verbal & Written, Public Speaking, Presentation, Relationship Building, Interpersonal
Technical: Data Analysis, Documentation, Research, Problem-Solving, Critical Thinking, Organization

PRO BONO & FREELANCE EXPERIENCE

COPYWRITER & CONTENT SPECIALIST, K.D. Content & Copy, LLC, 2007 – 2022

- Maximized programs and brand marketing for various companies and organizations through crafting copy and content, and marketing materials, and managing public relations, fundraising, and advertising.

MARKETING CHAIR EXECUTIVE COMMITTEE MEMBER, UR Community Cares, 2022

- Promoted growth of the nonprofit organization, increasing members and volunteers by enhancing their marketing strategy through implementing social media campaigns.

NONPROFIT STORYTELLER, Catchafire, 2021 – 2022

- Increased the impact of nonprofit organizations by creating various marketing materials, saving them over \$43,000.
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PROFESSIONAL EXPERIENCE

PROJECT MANAGER, Medical Staffing Consultants, Inc., 2019 – 2022

- Improved efficiency of workflow and communication, increasing clientele.
- Built solid customer relationships by resolving issues through investigation.
- Elevated ongoing communication with clients, vendors, and staff through various channels.
- Overhauled maintenance of records and case files of vendor interactions and transactions by creating a remote system.

PARALEGAL, Milber, Makris, Plousadis & Seiden, 2017 – 2018

- Streamlined workflow and increased productivity in the filing and medical records departments.

PRESCHOOL TEACHER, Sweet Tots Creative Childcare, 2015 – 2016

- Enhanced social skills development and relationship building by creating a learning program.

CUSTOMER SERVICE REPRESENTATIVE, MedSave USA, 2015

- Built solid customer relationships by resolving issues through investigation.

ASSISTANT PRINCIPAL, The August Aichhorn Residential Treatment Facility School, 2013 – 2014

- Solidified leadership by providing strategic and tactical planning, direction, and day-to-day management.
- Streamlined workflow, prioritized initiatives, and maximized performance by implementing projects and systems to support organizational needs.
- Improved programs through development, implementation, and administering of performance initiatives, monitoring progress, and setting standards and goals to attain results, motivating staff.

EDUCATOR – ENGLISH AND READING, GRADES 6-12, Anne Arundel County Public Schools, 2004 – 2013

- Inspired and impacted 15,775 students.
 - Enhanced social skills development and relationship building by creating learning programs.
 - Earned a stellar reputation as advocate/advisor resulting in siblings of students seeking me out for guidance and support.
 - Bridged the achievement gap for underserved communities by creating, writing, and implementing curriculums for classrooms, intervention, and social enrichment.
 - Improved school-wide performance by overhauling school committees in analyzing data, drawing correlations between effective practices, and developing and implementing effective policies and procedures.
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EDUCATION & CERTIFICATIONS

Postgraduate Degree, Educational Leadership | Master of Science, Education | Bachelor of Arts, English
Grant Writing | Proposal Writing | Nonprofit Essentials | Marketing Essentials | Annual Reports for Nonprofit Organizations
Paralegal | Rape Crisis Intervention Counselor | Writing for Children & Teenagers | Reading Teacher, K-12