

Britta Kallevang

Professional Writer

Frederick, MD 21701 / 206-295-5718

PROFESSIONAL SUMMARY

An experienced writer, editor, and instructor looking to move into a career with a forward-thinking company. Adept at content writing and SEO best practices. Reliable success in conducting research for interviews to create instructional documentation and journalistic articles. Fluent in APA, Chicago, AP, and MLA style guides. Several years of teaching college-level students Norwegian and academic and creative writing. Trained in technical and creative copywriting.

SKILLS

- Emotional Intelligence
- Creativity
- Critical Thinking
- Interview Experience
- Ability to Work Independently
- Comfort with Technology
- Research Know-How
- Remote Communication Tools

EDUCATION

MA Scandinavian Studies Norwegian Language and Literature

University of Washington 2012

MFA Creative Writing and Poetics

Naropa University 2003

BA English Literature and Scandinavian Studies

Luther College 2000

EXPERIENCE

Professional Writing Tutor

Frederick Community College

Aug 2019 - Present · 3 yrs 9 mos

Frederick, MD

- Assists students with writing assignments
- Works one-on-one with students using a collaborative approach
- Meets students where they are in terms of skill level

Freelance Writer

LifeSavvy Media

Apr 2021 - Feb 2023 · 1 yr 11 mos

Remote

- Researched products and wrote review posts
- Documented pros and cons to inform customers
- Wrote engaging content to increase readership
- Proposed research topics

Technical Writer

Appsential

Feb 2018 - Aug 2018 · 7 mos

Germantown, MD

- Rewrote technical material to improve readability
- Edited content such as SOPs per government standards
- Gained proficiency in cybersecurity best practices

Freelance Writer

Dec 2012 - Jan 2018 · 6 yrs 1 mos

Self-Employed

- Coordinated schedules with interviewees and arranged meetings
- Fact-checked research and evaluated story quality based on readership
- Wrote copy for small, artisan Seattle businesses
- Composed teaching and career guides and human-interest articles

Technical Writer

Sep 2013 - Oct 2014 · 1 yr 2 mos
Greater Seattle Area

Aquent

- Collaborated with team to improve Microsoft's Bing search engine for foreign markets
- Analyzed third-party provider query terms for local Norwegian market
- Interpreted vague entities and classified search terms based on in-house taxonomy
- Tracked and updated progress using Excel
- Wrote internal project guidelines

Marketing Writing Intern

Oct 2012 - Jan 2013 · 4 mos
Greater Seattle Area

Craft & Culture

- Produced content for company website and newsletter *Ledger*
- Composed and edited artist profiles and product descriptions
- Researched and implemented SEO best-practices for online marketing

Norwegian Language Instructor; Large Lecture TA

Sep 2007 - Jun 2012 · 4 yrs 10 mos
Greater Seattle Area

University of Washington

- Created classroom activities and curriculum based on course objectives
- Employed communicative method for teaching Norwegian language
- Assigned homework and grammar tutorials using Moodle learning platform
- Presented academic research papers
- Wrote master's thesis "Nature in Knut Hamsun's *Men livet lever*"

Copywriter

June 2010 – June 2011 · 1 yr
Greater Seattle Area

Strategic Edge

- Wrote copy for local Seattle plastic surgeons' websites
- Conducted medical research on latest cosmetic and reconstructive techniques
- Translated medical terminology for wide audience

Technical Writer, Instructional Designer and Editor
Intrepid Learning Solutions

Sep 2005 - Jul 2007 · 1 yr 11 mos
Greater Seattle Area

- Recorded Captivate simulations for Microsoft adCenter Web-based training
- Interviewed subject matter experts
- Developed instructional content for Boeing's Dreamliner engineer training
- Compiled Microsoft instructor guide for Engineering Excellence Edited instructional content when the team was overbooked
- Tested software to identify tasks for e-learning modules