

Anna Kinder



Contact Information

ms.anna.kinder@gmail.com
405-612-9491
437 NW 29th Street
OKC, OK 73103

Summary

Adaptable, creative, intrinsically motivated technical writer and freelance copywriter/editor with a sharp eye for detail

Relevant Experience

KeyBridge Technologies

Oklahoma City, OK — December 2017- present

I design online learning courses, mostly for the government. My duties include: extensive research and collaboration with subject matter experts to ensure the content I produce is accurate and realistic; drafting outlines, storyboards, spreadsheets, audio scripts, lesson plans, test questions, practical exercises, and administrative documents; editing coworkers' documents regularly; and engaging in weekly conference calls, meetings, and email correspondence with customers and coworkers.

Farmers Insurance

Oklahoma City, OK — July 2017- December 2017

I worked in the claims department temporarily, as Farmers was phasing in a new app then eliminating my department altogether. I wrote and edited estimates, spoke with customers and mechanics on the phone and via email, settled claims, and issued payments.

Harding Fine Arts Academy

Oklahoma City, OK — August 2012- July 2017

I taught five sections of freshman English and one section of creative writing for five years. I also taught Pre-AP sophomore English for two years, and I founded and sponsored a creative writing club and the school's Gay/Straight Alliance chapter.

Education

The University of Central Oklahoma

English Education — 2008-2012

Perkins-Tryon High School

Skills

- Proficient in Microsoft Word, Excel, Powerpoint, and Outlook; Google Docs, Slides, Sheets, and Gmail; and Prezi
- Experience working with several learning management software programs, such as Edmodo, PowerSchool, Poll Everywhere, Quizlet, and Active Collab
- Blogging experience with Wordpress, Tumblr, and Blogspot
- Strong editing skills
- Exceptional grammar, punctuation, and spelling skills
- Ample experience writing for a variety of purposes and audiences, including blogging, technical writing, essays, poetry, press releases, social media posts, emails, and copy
- Can type 80 words per minute with 99 percent accuracy
- Experience working in multiple high-stress, deadline-driven environments
- Experience communicating with students, parents, coworkers, administrators, and customers via conferences, email, and phone
- Dynamic interpersonal and collaboration skills
- Independent, self-starter
- Experience leading clubs and planning fundraisers/other events
- Experience building and executing instructional units and analyzing assessment data to chart progress and shape future instruction
- Experience copy editing and writing for Stand for Children, a local education advocacy nonprofit; 2101 Strategies, a political campaign management company; VI Marketing and Branding; and Shape Your Future OK

References

Martin Ramirez, 2101 Strategies/Stand for Children, Freelance Client, martin@martinramirez.me, 405-802-0001
Clay Miller, VI Marketing and Branding, Freelance Client, cmiller@thevibrand.com, 405-412-7626
Karen Voyles, Harding Fine Arts Academy English Department Head, kvoyles@hfaaokc.org, 405-593-4264
Wes Chapman, KeyBridge Technologies, Project Lead/Mentor, weston.chapman@keybridgeti.net, 501-207-1076