

Beth Kirkman

1304 Mitchem Drive
Urbana, IL

815.450.0232

kirkmanbeth@yahoo.com

EDUCATION

BBCHS

HS Diploma — 1984-1989

Eastern Illinois University

B.A. Degree — 1984-1989

Major: English

Minors: journalism, psychology &
professional writing

Olivet Nazarene University

M.A. Degree — 2004-2006

REFERENCES

Available upon request.

SUMMARY

I am driven, dependable, creative and very much a leader in any setting.

EXPERIENCE

Professional Writer/Editor

WA/OR/IL — 1996 - 2018

Contract technical writer and editor

Accomplishments

- Created website, ads and brochures for school referendum campaign.
- Designed marketing materials and PowerPoint presentations for trade shows for Labtec and Hewlett-Packard.
- Worked on editing team for Dr. Brad Case and his book "Thugs, Drugs and War on Bugs".
- Produced newsletters and fliers for local non-profit groups

English Teacher & Anger Management Mentor – Kankakee HS

Kankakee, IL – 2016-2017

Electives Teacher at RAAC/ Anger Management Mentor – an alternative program for at-risk youth

Kankakee, IL – 2014-2016

Accomplishments

Awarded grant funding via Staples Adopt-a-Classroom program for screen printing equipment for student engagement.

English Teacher/Job Coach - BBCHS

Bradley, IL — 2004 - 2011

Accomplishments

- Secured grant funding for television studio
- Tenured after four years

Tech Writer/Marketing Specialist

Labtec Enterprises & Hewlett-Packard

Vancouver, WA — 1991- 1995

Designed Operation Procedure Manuals, catalogs, marketing materials, newsletters; PowerPoint presentations for employee training, client support and trade shows; and Access database to track expiring certificates of insurance.

Created templates and edited documents for Contract Administration and Legal Department in addition to marketing duties.

Production Editor & Feature Writer

Irving-Cloud Publishing Co.

Lincolnwood, IL — 1989- 1991

Wrote feature articles, edited content and coded for printer

Responsible for budget adherence and layout of one consumer and two automotive trade magazines.

Accomplishments

- 1990 Ozzie Award for Overall Design of Consumer Magazine