



M.K. MURRAY

WRITER, EDITOR, STORYTELLER | MKMURRAY.NET

OBJECTIVE

To obtain a job working in writing and/or mental health.

SKILLS

Straightforward, clear communication. Self-starter. Friendly demeanor. Detail-oriented. Eye for design.

EDUCATION

BACHELORS OF ARTS IN CREATIVE WRITING • JUNE 2014 • KNOX COLLEGE

Magna Cum Laude. Minor in History. GPA: 3.7

HIGH SCHOOL DIPLOMA • JUNE 2011 • QUEEN OF PEACE HIGH SCHOOL

Valedictorian.

PUBLICATIONS

ARTICLES ABOUT MENTAL HEALTH

2017, *The Mighty*

(themighty.com/author/mary-kate-murray/)

THE NOTE YOU FOUND... • SHORT FICTION

Fall 2013, *Catch* Literary Magazine

WORKING THE YARD • SHORT FICTION

Fall 2012, *Catch* Literary Magazine

WORK AND LEADERSHIP EXPERIENCE

SHIFT LEADER INVENTORY MERCHANDISER • HALF PRICE BOOKS • JULY '16 - FEB. '17

Analyzed monthly, quarterly, and yearly sales of new goods. Merchandised and ordered new goods to maximize sales. Created and maintained displays, organized store, worked under space constraints. Performed basic shift manager duties (e.g., cash handling and book-keeping, delegating tasks, helping customers).

BOOKSELLER • HALF PRICE BOOKS • JAN. '16 - JULY '16

Provided customer service and worked with a team. Assessed, bought, and priced used media based on sales history. Handled cash and worked quickly under pressure.

EDITORIAL INTERN • MCA CHICAGO • JAN.'16 - FEB.'16

Complied, wrote, and edited a bibliography of museum publications. Proofread and copyedited web content. Used Chicago Manual of Style.

FICTON EDITOR • CATCH LITERARY MAGAZINE • APRIL '14 - JUNE '15

Read and selected from 400+ pages of literary short fiction for biannual print publication. Copy edited material and workshopped with authors. Edited via Microsoft Track Changes, Adobe Acrobat Smart Changes, Google Docs, and print.

POST-BACCALAUREATE FELLOW • KNOX COLLEGE • SEPT. '14 - JUNE '15

Designed year-long marketing project to raise awareness for 2017 50th Anniversary of the Creative Writing Department. Compiled reference catalogue of literary magazine *Catch* for 2017 anthology publication. Took supplemental courses in English.

WRITER • KNOX COLLEGE OFFICE OF COMMUNICATION • DEC. '13 - SEPT. '14

Wrote, proofread, and copyedited content for web and print. Provided coverage for campus events. Performed minor photo and video editing. Utilized a personalized Content Management System and Microsoft Track Changes.

EDITOR-IN-CHIEF • QUIVER LITERARY MAGAZINE • MAY '12 - MAY '13

Read and edited 500+ pages of all literary genres for biannual print publication. Edited final publication proofs. Designed layout for 100+-page books. Maintained social media. Managed staff of nine and all finances.



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