

m.k. murray

(writer, editor, storyteller)

☎(708) 214-7906 📧mkmurray.net

✉️marykathrynmurray@gmail.com

WORK & INTERN EXPERIENCE

HALF PRICE BOOKS

FULL-TIME EMPLOYMENT / COUNTRYSIDE, IL
BOOKSELLER / JAN '16 – PRESENT

- Provide customer service & interact with a team of co-workers
- Assess, buy, & price used media based on sales history
- Research used books to determine value
- Handle cash & work quickly under pressure

MUSEUM OF CONTEMPORARY ART CHICAGO INTERNSHIP / CHICAGO, IL

EDITORIAL INTERN / JAN '16 – FEB '16

- Compiled, wrote, & edited a bibliography of museum publications
- Proofread & copyedited web content
- Used Chicago Manual of Style

KNOX COLLEGE DEPT. OF CREATIVE WRITING FELLOWSHIP / GALESBURG, IL

POST-BACCALAUREATE FELLOW / SEPT '14 – JUN '15

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

KNOX COLLEGE OFFICE OF COMMUNICATIONS PART-TIME EMPLOYMENT / GALESBURG, IL

WRITER / DEC '13 – SEPT '14

- Wrote, proofread, & copy edited articles for web & print
- Provided coverage for campus events
- Utilized Photoshop, CMS, & Microsoft Track Changes

YOUNG ADULT AUTHOR: LINDSAY CURRIE EDITORIAL INTERNSHIP / VIRTUAL PERSONAL ASSISTANT / MAR '14 – SEPT '14

- Proofread Currie's book *Creed*, released 2014
- Spearheaded social media & street marketing campaigns
- Read & copy edited young adult novel manuscripts

EDUCATION

KNOX COLLEGE

B.A. IN CREATIVE WRITING

GALESBURG, IL / 2011-2014

Magna cum Laude, Minor in History; GPA 3.7

QUEEN OF PEACE HIGH SCHOOL

VALEDICTORIAN

BURBANK, IL / 2007-2011

EDITORIAL EXPERIENCE

CATCH LITERARY MAGAZINE

KNOX COLLEGE / GALESBURG, IL

FICTION EDITOR / APR '14 – JUN '15

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

QUIVER GENRE MAGAZINE

KNOX COLLEGE / GALESBURG, IL

EDITOR-IN-CHIEF / MAY '13 – MAY '14

- Read & edited 500+ pages of all literary genres for biannual print publication
- Edited final publication proofs
- Designed layout for 100+ page books
- Oversaw & maintained all *Quiver's* social media
- Managed staff of nine & all club finances

AUTHOR RELATIONS CHAIR / MAY '12 – MAY '13

- Selected, copy edited, & proofread all children's and young adult literature submissions
- Communicated with authors via email, Google Forms, & Google Calendar
- Managed author-editor workshop of rejections

PUBLICATIONS

CATCH

KNOX COLLEGE / GALESBURG, IL / FALL '12 & '13

"Working the Yard"

"The Note You Found in the Mailbox Two Days After Your Cat Went Missing"