



## **Communications**

### **SBG / Alchemie Ventures**

“Kristen worked as a contract editor for me at Microsoft (Startup Business Group/Alchemie Ventures). Kristen is an ace editor and very easy to work with.

Kristen worked cross-organizational with over a dozen project leaders, managing the deadlines and content updates for a monthly internal newsletter and a monthly executive update. Kristen ensured the accuracy, consistency, and readability of the content and edited for style, tone and grammar.

Kristen provided copy editing for org-wide communications. Kristen edited content for presentations and assisted in survey creation, execution and summarizing the results. Kristen proactively documented processes and created a style guide for me.

In addition, Kristen updated content on our internal SharePoint and managed the permissions.

Kristen consistently delivered her work on time with a high level of quality.” February 16, 2012

**Top qualities:** Personable, Expert, On Time  
Mary McGuane, Director, Chief of Staff, Microsoft  
hired Kristen as a Writer/Editor in 2011

## **Editor**

### **City Confidant**

“Kristen worked with City Confidant as the Editor, reviewing and writing articles about local events and culture. She was consistently pleasant, tackling all assignments with dedication and quick turn around. She was able to craft her writing skills to match the tone and voice of the online magazine.

I highly recommend Kristen. She is a fantastic writer and would make a great asset to any organization.” February 15, 2011

**Top qualities:** Great Results, Expert, High Integrity  
Jordan Kaye, CEO  
hired Kristen as a Writer/Editor in 2010

**Editor**  
**Steyer Associates**

“Kristen Nelson was a technical editor subcontracting through Steyer Associates for a small recurring project for Microsoft Services. The project was a combination of high-volume, explicitly detailed work and compressed deadlines. Kristen consistently delivered her work ahead of schedule and right the first time. I would gladly work again with Kristen, and I highly recommend her work to anyone whose good fortune it is to hire her.” September 4, 2009

Marsha Knight, *Project Manager, Steyer Associates*  
managed Kristen at Steyer Associates

**Content Editor**  
**MSNBC.com**

“Kristen is a writer's writer. She's not satisfied only getting the facts straight if the prose is unreadable. (A shame I often had to use her to just write small bits of copy). She has newsie all through her as she picks up on current trends quickly and devours them for meaning. She's great to send out into the trenches of culture for that small useful tidbit you can apply to a project.” January 16, 2008

Jason Fortman, *Program manager, MSNBC*  
managed Kristen at MSNBC.com