

Kristen Nelson

EDUCATION

SmartPath LLC™
PMP® Certification Training
College of Applied IT (2012)

Writer's Program
University of Washington
(2000-2001)

Bachelor of Arts (1989)
Seattle Pacific University

SELECT PROJECT EXPERIENCE

WordWorkz (1997 – Present)

CREÄ Affiliates (2013)

Startup Business Group (2011 –
2012)

msnbc.com (2007)

Attachmate (2000 – 2001)

Microsoft Internet Services
(1998 – 1999)

Seattle Weekly (1989 – 1992)

Kristen has been a professional writer and editor for more than twenty years. She worked in newspaper, magazine, and book publishing as an editor at the *Seattle Weekly*, Managing Editor of the *Seattle Downtown Forum* newspaper, editor at *City Magazine*, a subsidiary of *Seattle* magazine, as well as at Parenting Press and Alaska Northwest Books. Kristen was also a contributing writer to Sasquatch Books *Northwest/Seattle Best Places*, *Cheap Eats*, *Cheap Sleeps* and published in Houghton Mifflin's *Insight Guide Seattle* and Shari Flennigan's popular graphic novel, *Seattle Laughs* (Homestead Press).

From 1994-1996, she was the Creative Director for a series of interactive book-to-Web projects for FreeRange Media, the first Web content firm in the United States. Since then, she has worked at Microsoft as both a technical and Web editor, has written and edited content for the Web, as well as marketing materials, white papers, FAQs, knowledge bases, deployment guides, global newsletters, produced a MSN channel, and created multimedia packages for custom publishing at MSNBC.com. She has been Project Manager for several Web sites, putting teams and budgets together and developing content. She has worked as an editor at Corbis, Classmates, Attachmate and other high-tech and software companies.

Kristen has written for many print and online publications and edited work by Jonathan Raban, Thom Jones, Carol Orlock, Peter Potterfield, Robert Spector, Mary Lathrop, and more.

PROJECT ROLES

Managing Editor, Project Manager, Technical, Content, and Marketing Writer/Editor, Project Manager

SOFTWARE

SharePoint, DreamWeaver, Paint, PageMaker, PhotoShop, Microsoft Photo Editor, PowerPoint, Capture Web Page, MS InterPress, MS Visual InterDev 6.0, Live Event Vote Wizard, XML Buddy, MSN Programming and Research metrics, MSFT News Tool, DST, Clicktrax, DSS, Raid, Product Studio, Microsoft Connect, Dropbox.

PROFESSIONAL REFERENCES

Mary McGuane, Chief of Staff, Microsoft
Jordan Kaye, CEO, *City Confidant*, online 'zine
Marsha Knight, Project Manager, Steyer & Associates
Lin Laurie, Former Owner, Design Docs
LinkedIn Recommendations:

<http://www.wordworkz.com/resume.htm>

Kristen Nelson — Select Project Experience & Work History

WordWorkz (<http://www.wordworkz.com>) Sole Proprietor 1997 – Present WordWorkz specializes in creating/repurposing Web and print content for both the consumer market and high-tech companies. Clients range from large corporations to PR firms and rock bands. From concept to creation for most areas of information delivery.

CREÄ Writer /Editor 2013 Writes/edits/repurposes marketing and PR materials, brochures, and RFPs for CREÄ, a physical design and planning company devoted to promoting sustainable development.

Optimum Energy 2012 Technical Writer/Editor Updated, repurposed, and wrote content for a variety of manuals, documents, and marketing materials that were used for marketing and training clients on implementing Optimum Energy's OE optimization platform. Worked with sales/marketing to create and edit sales/marketing documents.

Microsoft Startup Business Group (SBG) 2011 – 2012 Writer/Editor for monthly newsletter, executive updates, copyediting for org-wide communications, survey creation, execution summarizing results, updating content on SharePoint, managed permissions.

City Confidant Editor 2010 Editor/Writer with online Seattle and the Eastside lifestyle magazine.

Microsoft Services Technical Editor 2009 – 2010 Content Editor for the ten document releases per year for Microsoft's global Services teams. Content included research docs, white papers, and Web content using Word, PowerPoint, Excel, and Visio programs. Responsible for implementing documents into various Microsoft environments.

Aquent Studios Editor/Copy Editor 2009 Copyedited documents for HRWeb, including newsletter, for SharePoint Web site.

S&T Onsite Microsoft Services Editor 2007 – 2008 Wrote, edited, proofed all content for internal news publication. Edit corporate communications, weekly newsletters, Services Web site.

msnbc.com Business Development Editor 2007 Created multimedia packages for custom publishing. Developed, edited, provided content strategy, and worked with sales on innovative concepts.

Classmates Writer 2004 Wrote content for site evolution, the Web, and marcom for Marketing and Customer Relations. Developed content for site redesign.

MSN Family Channel Web Editor/Producer 2003 - 2004 Created multimedia packages for custom publishing. Developed, edited, provided content strategy, and worked with sales on innovative concepts.

microsoft.com Editor 2002 Edited *Microsoft: This Week!* newsletter online, dropping files to localization, tracking headline data in the DST and Clicktrax, creating reports, updating weekly headlines and Editorial Programming calendar for Home Page, archiving live pages.

Kristen Nelson — Select Project Experience & Work History

Attachmate Senior Copywriting Manager 2000 – 2001 Responsible for all copy generated from Attachmate's Creative Services. Managed team of writers for all high-end copy, case studies, product profiles, white papers, and brochures. Managed and edited *Compass*, an online and magazine for Attachmate's global clients.

Corbis Technical Writer/Editor 1999 – 2000 Developed all documentation relevant to the Corbis Technology Team, including functional specs, ops guides, training manuals, online user guides, and design documents, and created templates of these documents.

Microsoft Internet Services Network Technical Editor 1998 – 1999 Managed all technical content for microsoft.com/isn, including Web content, white papers, FAQs, downloads, and deployment guides. Developed content for the site redesign. Project Manager for Complete Commerce, the first iteration of Microsoft's small, medium, and large business enterprises that launched in January 1999.

Design Docs Technical Writer/Editor: 1997 – 1998 Online help documentation for EZ Teller, Midisoft products, and Microscan. Wrote content, edited, and proofed and edited Web documents for Ardes 2k projects, tutorials and manuals, PR, brochures.

Saxon & Taylor Consulting Group Project Manager 1996 – 1997 Responsible for project definition, maintaining client relationships, determining schedules and costs, hiring project teams and defining roles and responsibilities.

Seattle Downtown Forum Managing Editor 1994 – 1995 Developed creative concept for a newspaper designed to address the needs of those living and working in Seattle. Hired all staff, maintained budget, focus, and production schedule. Wrote editorials on issues trenchant to downtown Seattle.

City Magazine Editor 1993 – 1994 Created concept for *City Magazine*, an adjunct to *Seattle Magazine*, with a press run of more than 75,000 per issue.

Seattle Weekly Editor 1989 – 1992 Developed story lines, hired up to 45 writers at one time, maintained schedules and edited copy as the Special Sections Editor for articles on fashion, health, travel, and home & garden.

Focus on Books Editor 1987–1989 Developed creative direction for Focus On Books, a quarterly review of small-press titles about women, children, and the family. Responsible for selecting books for review, hiring reviewers and contacting librarians and radio reviewers to target the authors and their work.