



# Kathleen Murphy

2041 West Wells, Milwaukee, WI 53233 • 330.714.2034 • [kathleen.murphy@mu.edu](mailto:kathleen.murphy@mu.edu)

## Objective

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Seeking opportunity to use excellent communication skills in client service associated with finance and banking.

## Education

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### **Marquette University | December 2014**

Milwaukee, Wisconsin  
Bachelor of Arts: Writing Intensive English  
Minor: Corporate Communications  
Overall GPA: 3.6/4.0  
Major GPA: 3.8/4.0

### **Jagiellonian University | August 2013**

Kraków, Poland  
Six week language immersion program  
A1 level certificate in Polish language

## Skills

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- Creative, academic and professional writing experience
- Excellent customer service skills and communication skills
- Managing experience
- Experience and skill with Microsoft Office Suite and Publisher, Adobe In-Design, Web 2.0 publishing tools
- Knowledge and experience with HTML and CSS coding

## Experience

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### **Marquette University Literary Review | Spring 2013-Present**

Poetry Editor: Spring 2013

- Advertised magazine using social media, printed media and personal connections
- Oversaw the reading and selection of poetry to be published

Chief Editor: Fall 2013

- Build and manage staff members and editors
- Operate as a liaison between the magazine and other on-campus publications
- Design magazine layout and created magazine website

### **Milwaukee Youth Literary Society | Spring 2013**

Creative Writing Workshop Volunteer

- Helped inner-city students to improve both their academic and creative writing skills
- Organized writing focused after school activities on a weekly basis

### **Friends and Alumni/ae of Marquette English | Fall 2012-Present**

Member and Student Volunteer

- Marketed philanthropic and literary speaker events
- Organized book drive; helped raise over 1,000 books for local shelters

### **Marquette Residence Life | Fall 2013**

Desk Receptionist

- Resolving issues for visitors and residence
- Answering phone calls

## Distinctions

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### **Jesuit High School Scholarship Award | 2011** Marquette University Four Year Merit Scholar **Ignatius Scholarship Award | 2011**

Marquette University Four Year Merit Scholar

### **Sigma Tau Delta | 2012-Present**

Member of the National English Honor Society

### **Kosciuszko Foundation Tomasziewicz-Florjio Scholarship | 2013**

Jagiellonian University, Kraków, Poland

Full scholarship awarded for summer-abroad, Polish Language intensive study



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