



# Kathleen Murphy

2041 West Wells, Milwaukee, WI 53233 • 330.714.2034 • kathleen.murphy@mu.edu

## ○ 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

## ○ Writing and Communication Skills

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- **Creative, academic and professional writing training and experience**
- **Web and Print publication knowledge, skills and experience**

## ○ Interpersonal Skills

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- **Excellent customer service skills and communication skills**
- **Managing and group leadership ability and experience**

## ○ Technological Skills

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- **Microsoft Office Suite**
- **Microsoft Publisher**
- **Adobe In-Design**
- **Web 2.0 publishing**
- **other digital design platforms**

## ○ 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 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 University English Department Newsletter | Fall 2013**

Founder, Writer, Web Designer

- Coauthored multiple articles to be published in periodical
- Co-designed and built website using Web 2.0 tools

### **Independence Outdoor Pool | Summer 2009-Summer 2012**

Lifeguard

- Served large community center with over 200 patrons per hour

Front desk and cash register operator

- Learned communication and mediation skills

### **Marquette Recreational Sports | Fall 2011-Present**

Lifeguard

- Operated as a resource and provided assistance for patrons



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## **Marquette Residence Life | Fall 2011-Present**

Desk Receptionist

- Answered phones, directed visitors and maintained office facilities
- Gained problem solving and customer service experience

## ○ 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-Florio Scholarship | 2013**

Jagiellonian University, Kraków, Poland

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