

Steph Kilen

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Employment History:

Freelance writer/editor/Jane-of-all-communication

2002-present (as Steph Kilen LLC since 2014)

- Cambridge University Press – Write stories for upper elementary grades and edit, proof and Americanize educational materials
- Pacific Press – Proof and copyedit educational materials
- Pearson – Write stories for upper elementary grades and edit, proof and Americanize educational materials
- Cenveo – Edit and proof educational materials
- Robert W. Baird & Co. – Proofed, copyedited and wrote company's written materials
- Various individual writers – Edit theses and manuscripts (including non-native English)
- 800-CEO-READ/Porchlight Book Company – Edit and proof company's written materials
- Reader's Digest – Edited and proofed recipes and articles for company's various publications
- Milwaukee Film – Wrote and edited materials for organization's newsletter, blog, website and Festival Guide
- Milwaukee Magazine – Wrote essays and profiles
- Art City (jsonline) – Wrote reviews of gallery and museum art exhibits
- BVK – wrote Tratterra travel agency web copy
- WMSE – Food Slam Blogger, 2012 & 2013
- Ex Fabula Marketing Committee, 2010-2012 – Developed marketing strategy including plucky tone I used in writing promotional materials and blog that has become part of the identity of the live storytelling events organization.

Adjunct Lecturer – English

Carroll University

2016-2018

Guided students through research, prewriting, development and revision processes. Taught mechanics of grammar and citation. Edited student papers. Adapted standard composition curriculum for adult, non-native speakers and worked with committee to develop satellite pilot.

Writer/editor/project manager

Action Pact, LLC

2005-2013

Edited materials written by company's consultants. Developed and wrote promotional materials, training materials, workshop curriculum, blog, newsletter, product descriptions, books, video scripts and podcast scripts. Collaborated with designer and videographer to create synergy between visuals and copy. Designed website content organization, wrote the copy and worked with design firm for its execution. Organized video shoots and served as on-camera host and narrator. Oversaw organization of written support materials for nursing home operation.

Sales/customer service & public relations correspondent

Hal Leonard Corp.

2000-2005

Made and received sales phone calls for national and international print music customers. Represented company at national and international trade shows. Used skills in French in relations with customers in France and Quebec, Canada. Crafted emails to customers regarding customer service and public relations issues to ensure satisfaction for customers and reputation of company. Developed training curriculum for sales department and trained new employees.

Public relations associate

First Stage Milwaukee

1999-2000

Wrote press releases, Footlights copy, commercials and other promotional materials for children's theater company. Solicited stories from media. Hounded actors for bios.

Reporter

Waukesha Freeman

1998-1999

Hunted, researched and wrote stories for daily newspaper on everything from city council meetings to train crashes to raccoon dinners with main beat covering entertainment. Interviewed story subjects in person and by phone.

Education:

- MFA in Creative Writing, Pacific University, Forest Grove, OR., 2015
- BA in Journalism (Magazine Design emphasis), Marquette University, Milwaukee, WI., 1998

Core Competencies:

- Proficiency in AP, Chicago, APA and MLA styles
- Capabilities in Microsoft Suite and Adobe Acrobat as well as various content management systems

Literary Activities and Memberships:

- Editorial Freelancers Association
- Professional Editors Network
- AWP

- Curriculum development coordinator and instructor for *Cream City Review's* Community/University Partnership offering creative writing workshops for those who have been incarcerated, 2014-2015
- Editorial committee *Cream City Review's* "Incarceration" issue, 2015
- ESL tutor, Literacy Services of Wisconsin, 2014-2016
- Reader, *Phoebe Journal*, 2014-2016
- Workshop facilitator and volunteer for Ex Fabula's storytelling residency with the John Michael Kohler Arts Center, 2012

Fiction Publications:

- "You Should Be Dancing" *Belletrist*, Winter 2018 (Pushcart nomination)
- "To Have and To Hold" *Midwestern Gothic*, Winter 2017
- "If There's Anything We Can Do" *F(r)iction*, December 2016 (Pushcart nomination)
- "Alternate Escape Plan" *Cream City Review*, Spring 2015
- "Pie Girl" *Phoebe Journal*, fiction contest winner 2014