

# Katherine Kane

309-269-1532  
Moline, IL 61265

katherine.l.kane@gmail.com

## EMPLOYMENT HISTORY

**Writer & Web Content Manager**  
***Clever K Services (Owner - freelance)***

**Apr. 2009 – present**

- Worked long-term clients and short-term/one-off projects through Guru, oDesk-Elance (now Upwork), and other freelance platforms; projects including creative and technical writing, editing, web content management, web presence management, project management and website design/aesthetic.
- Completed full website relocations to Memberclicks platform (content, layout, color palette, menus and site map).
- Social Media Management for large professional association (LinkedIn groups, Facebook groups, Twitter, Hootsuite)
- First point of contact for email/phone inquiries on technical and operational questions for a non-profit with 1000+ members; requiring exemplary communication and organization skills.
- Created event registration websites for in-person training and conference events, working primarily in Cvent, and online training sessions through Citrix's Goto Webinar.

**Field Representative**  
***US Department of the Census (remote)***

**Jul. 2011 – Mar. 2013**

- Visited individual sample homes – in the year-round American Community Survey – through 4 counties, and interviewed individual respondents to gather Census data.
- Required:
  - Extensive travel.
  - Self-management of workflow.
  - High levels of attention to detail and confidentiality.

**Team Leader**  
***Tech Team (Davenport, IA)***

**May 2005 – Apr. 2009**

- Managed Enterprise Security Team for John Deere International, with a staff of approximately 30 members, and 3 shifts, including partial direction of a remote team in Bucharest.
- Created and maintained full SharePoint documentation database. Built new documentation for implementation of Tivoli Identity Management.
- Performed quarterly employee performance evaluations.
- Mentored and coached team members.
- Handled payroll processes, time-off requests, interviews/hiring and other staffing issues.

## VOLUNTEER WORK

### **President                      Resident Advisory Board – MHA                      Aug 2020 – present**

- The Resident Advisory Board (RAB) advises the Board of Commissioners of the Moline Housing Authority, on matters pertaining to resident needs and community outreach. Appointed President of the RAB in December 2022.

### **Event Coordinator                      National Kidney Foundation – QC                      Feb. 2017 – Feb. 2019**

- Was part of the primary organizational team for the Quad Cities chapter of the National Kidney Foundation, including managing the online tools and website for the chapter, as well as co-planning and logistics for the annual Village Stroll fundraising event.

### **Office - Reminder Calls                      Mississippi Valley Regional Blood Center                      May 2017 – Aug. 2017**

- Made calls reminding donors of scheduled donation appointments.

### **General Help                      Girl Scouts of Eastern IA/Western IL                      Jun. 2017 – Aug. 2017**

- Folded, labeled and organized t-shirts for the various groups arriving each week at their local summer camp.

## EDUCATION

### **Black Hawk College - Moline, IL**

Major: Communications (Associates of Arts)

#### Organizations:

- Student Government Association, Student Ambassador
  - Created detailed analysis of the results of student surveys
  - Advocated for more accessibility of student life events for students with physical and mental disabilities.

## PUBLISHED

### **Featured article in the publication:**

The Internet is Always Right: The Intrepid Media 2009 Collection (January 2010)

## CLERICAL SKILLS & SOFTWARE

- Microsoft Office
- Wordpress
- Adobe Suites/Creative Cloud
- SurveyMonkey
- Google Apps for Business
- Hootsuite
- Memberclicks Association Membership (SaSS)
- Cvent Event Management (SaSS)
- Citrix GoToWebinar
- Joomla
- SharePoint