

**Kathryn Maceri**  
**740 Loeb**  
**Memphis, TN 38111**  
**Home: (901) 324-8647    Cell: (901) 833-5271**  
**Email: [kmaceri@hotmail.com](mailto:kmaceri@hotmail.com)**  
**Website: <http://www.angelfire.com/tn3/writing>**

## **Education:**

Master of Arts, University of Memphis, Memphis, TN, May 2006  
English, Concentration in Technical and Professional Writing  
Current GPA: 4.0

Bachelor of Arts, University of Memphis, Memphis, TN, May 2003  
Major: English, Concentration in Technical and Professional Writing  
Overall GPA: 3.51

## **Experience:**

**Project Associate**, Physicians Postgraduate Press, Memphis, TN,  
May 2003- present

- Wrote and edited medical journal articles for authors
- Designed and wrote online educational activities for physicians
- Designed and edited educational newsletters and discussion booklets

**File Manager**, Dobbs Honda on Covington Pike, Memphis, TN,  
December 2001-November 2003

- Developed and implemented filing system for large car dealership
- Assisted office workers and salesmen with customer assistance and recordkeeping

**General Manager**, Camy's, Memphis, TN, March 2000-November 2001

- Supervised 25+ employees on a daily basis
- Controlled inventory and tracked sales

## **Computer Skills:**

Macintosh and Windows:

Microsoft Word, PowerPoint, and Excel

Adobe PageMaker, InDesign, and Photoshop

Windows:

Microsoft FrontPage, Macromedia Dreamweaver

Macintosh:

FileMaker

## **Professional Memberships:**

American Medical Writers Association, 2004-present

Society for Technical Communication, 2002-present

Sigma Tau Delta International English Honor Society, 2002-2003

Golden Key Honor Society, 2002-2003

Gamma Beta Phi Freshman Honor Society, 1999

University Honors Program, 1998-2000

## **Awards and Activities:**

Graduated Magna Cum Laude, May 2003

Awarded Cecil C. Humphries Presidential Scholarship, University of Memphis, May 1998