

Keely Kiczenski

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Technical skills

- creative, journalistic and academic content writing and editing
- digital illustration, photo editing, and page layout for print or web
- video editing, sound editing, and visual effects design
- interactive and educational multimedia creation
- HTML5 and CSS3 web design
- social media and networking platforms
- proficiency in industry-standard design, coding, and word processing software, including Adobe Creative Suite, Flash/Animate CC, MS Office, Open Office, Brackets, etc.

Soft skills

- high-level organization and time management
- refined critical thinking and assessment abilities
- group facilitation and one-to-one instruction
- adaptability to changing work conditions
- ability thrive on a team or working alone
- ambition to initiate new projects proactively



Education



Certificate in Graphic Design and Interactive Media (*Summer 2016*)

San Diego Community College District

This 36-week survey of digital art and commercial design taught me multimedia skills from photo and video editing to sound composition, visual effects, and web design. I'm qualified to create professional visual content for marketing or artistic purposes, and I recently used this new skill set to illustrate my first book of poetry. You can read it and see my other artwork on my portfolio website: glottonous.neocities.org.

Bachelor of Arts, English Language and Literature (*Summer 2014*)

University of California, Berkeley

Graduated with Highest Honors distinction

My time at Berkeley allowed me to hone my skills in writing and research among the most talented faculty and students of any public institution in the world. I earned the distinction of Highest Honors, which requires completion of a selectively-admitted, year-long capstone course in the discipline, culminating in an Honors thesis. My thesis, "The War as It Should Have Been: Metaphor and Mental Spaces in David Jones' *In Parenthesis*" examined the epic First World War prose-poem through the critical lens of Cognitive Poetics.

Accolades:

U.C. Berkeley Department of English Award of Excellence

Anonymously nominated by faculty, this honor is awarded to 4-6 students annually for recognition of exceptional work in research, analysis, and criticism of Literature in English.

George A. Miller Scholarship

This esteemed honor is awarded to 10-15 first-generation college transfer students annually. The Miller Scholarship Program is a 2-year coursework and independent research program, for which I designed a 12-week creative writing curriculum and workshop for teens living in group homes and volunteered with the Guardian Scholars Program to help foster youth transition to community college.

Associate of Arts, English (*Summer 2011*)

San Diego Mesa College

I came to SDMC with a GED and little other educational experience due to moving around so frequently in the foster care system prior to my self-emancipation at age 17. I will always be grateful for the valuable opportunities afforded me by the SD Community College District.

Accolades:

San Diego Mesa College Department of English Award of Excellence

This prize is given to a single student annually for outstanding achievement within the discipline.

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Work Experience



Think Dignity

Intake Specialist (2015-present, part-time)

I currently work with some of the most resilient and inspiring people I've ever met at the Think Dignity Transitional Storage Center. We offer free, secure storage space to 400 of our homeless San Diego neighbors to help them get back on track toward finding work and a safe place to live again.

My duties include:

- daily maintenance of client database records and storage renewals.
- processing new client intakes and closeouts.
- providing a welcoming environment to all clients and building positive rapport.
- offering appropriate support services and referrals.
- upkeep of cleanliness and organization of the facility.

Bridgepoint Education

Editorial Assistant (2014-15)

The editorial team at Bridgepoint publishes college-level textbooks in digital format with embedded media. My experience on that team served as an accelerated course higher education publishing, building my skills in areas from developmental editing to project management and media development. I left this position to return to school for design and pursue creative writing professionally.

My duties included:

- editing and writing educational content for various titles.
- contracting freelancers for content or editing services as needed.
- managing art programs for titles, including photo research and cover design.
- managing academic review boards for all titles.
- tracking project budgets and processing all invoice payments to freelanced contractors weekly.
- serving as liaison between my team, authors, reviewers, university faculty and administration to ensure the highest quality of each final textbook.

Interlibrary Services, Doe Library, U.C. Berkeley

Library Assistant (2012-14)

It was my responsibility to oversee the daily operations of lending and borrowing between Berkeley and schools and libraries worldwide. This position divided my time evenly between clerical duties and customer service. I left upon my graduation from college.

My duties included:

- receiving and processing library materials borrowed from other academic institutions.
- paging materials throughout the library's massive underground stacks.
- serving as first contact of customer service for students, staff, and faculty regarding interlibrary borrowing and renewal.

Greenwood Mortuary and Memorial Park

Funeral Attendant (2010-11)

This job required a high level of tact and professionalism toward both clients and coworkers. It also demanded working knowledge of different cultures' funeral practices and general decorum in order to conduct myself with the utmost respect in social interactions with every grieving family. I left this job upon my acceptance to U.C. Berkeley.

My duties included:

- complete set-up and breakdown of funeral services, including transport and arrangement of flowers, casket, and memorabilia.
- event organizing tasks such as ushering and directing service attendees.
- composing memorial and informational statements and digital memorabilia.
- consoling and supporting families and friends, and completing various other client service duties as requested.

Prior to working at Greenwood, I acquired nearly a decade of employment experience in direct retail sales and customer service positions, including Lead Cashier for Linens 'n' Things, Guest Service Representative at Cricket Wireless and Verizon Wireless, and Front Desk Agent at Sheraton in San Diego and Homewood Suites by Hilton in Las Vegas.