

# STEPHANIE ❖ KELTNER

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## EXPERIENCE

**Content Writer** | May 2016 - Present  
Google, gTech Partners

- ❖ Directly contribute to the establishment of standard operating procedures and Google style guidelines for all gTech writers
- ❖ Responsible for creating 10+ types of deliverables for 9+ gTech verticals and 92+ products (e.g., Google Shopping & Android Pay)
- ❖ Created overview presentation of Chicago content team processes for use by content teams throughout the corporation
- ❖ Collaborate regularly with cross functional teams for project management, content creation, and ongoing improvements to the writing team's effectiveness and impact

**Marketing Manager & Copywriter** | Jan. 2015 - May 2016  
Spectrum Communications and Consulting, Inc.

- ❖ Promoted to managerial position within 90 days of start date
- ❖ Was solely in charge of developing a network of 15+ freelancers from the ground up
- ❖ Regularly collaborated with President and C-level staff for project planning, conducting interviews, and marketing tasks
- ❖ Wrote and edited long-form e-books and supporting articles, branded website content, newsletters, and job ads

**Editor** | Jan. 2014 - Jan. 2015  
Behindthechair.com

- ❖ Created 30+ cover and feature stories for 4 issues of behindthechair.com On Paper magazine
- ❖ Collaborated with Account Managers to create, run, and maintain global client campaigns and run sales meetings
- ❖ Wrote, edited, and curated 40+ articles per month for online audience (700,000+)

## EDUCATION

**Bachelor of Arts**

University of Iowa

- ❖ Major: Journalism & Mass Communication (GPA: 3.65 out of 4.0)
- ❖ Major: Art; focus in graphic design (GPA: 3.45 out of 4.0)

**Master of Science,  
Communication**

Purdue University

- ❖ Program start date Aug., 2017
- ❖ Remote campus

## SOFTWARE

- ❖ Mac + PC literate
- ❖ Google G-Suite
- ❖ Adobe InDesign & Illustrator
- ❖ Wordpress
- ❖ Salesforce

## RECOMMENDATION

- ❖ “[Stephanie] has been a consummate professional at every turn...She has managed projects well and delivers on-point content, on-time. She instantly elevates any marketing, communications, or content team.”

- Mike Noonan  
Content Writer at Google