



2040 MILLER ROAD
HUNTINGTON, WV 25701
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KATHERINEPYLES@GMAIL.COM
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PROFESSIONAL EXPERIENCE

Self-Employed

October 2012 – Present

Freelance Writer & Editor

Huntington, West Virginia

- Feature writing for magazines and other news publications
- Copywriting for businesses and nonprofit organizations
- Editing and proofreading

Fifth Avenue Baptist Church

October 2012 – February 2016

Administrative Assistant/Director of Communications

Huntington, West Virginia

- Preparing weekly newsletter and other churchwide communications
- Overseeing social media accounts and public relations
- Developing and maintaining website
- Assisting in worship planning for regular worship services and special programs
- Providing administrative assistance to ministerial staff

HQ Publishing Co.

August 2009 – October 2012

Managing Editor

Huntington, West Virginia

- Writing and editing for five magazines: the *Huntington Quarterly*, the *Marshall Magazine*, *The Leading Edge Magazine*, the *VBA Journal* and *The West Virginia Lawyer*
- Supervising office staff and freelance team
- Providing administrative assistance to publisher
- Managing day-to-day bookkeeping

Barnes Agency

August 2006 – June 2008

Public Relations Coordinator

Scott Depot, West Virginia

- Writing and distributing news releases
- Collaborating with advertising team to develop comprehensive marketing campaigns
- Proofreading advertising content
- Helping clients execute marketing campaigns

KATHERINE PYLES, FREELANCE WRITER & EDITOR

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EDUCATION

Marshall University

Huntington, West Virginia

W. Page Pitt School of Journalism & Mass Communications

Marshall University Society of Yeager Scholars

B.A. Public Relations

Minors: English, French

Graduated *summa cum laude* May 2009

COLLEGIATE ACTIVITIES

“The Parthenon” newspaper: Reporter, 2007

“MU Report” television newscast: Reporter, 2008

WMUL-FM: DJ, News Producer, Producer of “The Tipton Report,” 2006

Residence Hall Association: Treasurer, 2005-2006

Inter-Government Hall Council, 2005-2006

Baptist Campus Ministries

Empty Bowls campaign: Member of media/writing/production team

Study abroad program: Université Catholique de Lyon (Lyon, France)

Study abroad program: Exeter College, Oxford University (Oxford, England)

ACADEMIC HONORS

Marshall University Society of Yeager Scholars

Marshall University School of Journalism & Mass Communications Award for Outstanding Public Relations Writing, 2009

Maier Writing Award for Upper Division Nonfiction Prose, 2008

“Chaucer’s ‘Clerk’s Tale’ and Petrarch’s ‘Story of Griselda’”

Jim Comstock Award for Outstanding Feature Writing, 2008

“Carving crazy: Pumpkin House attracts thousands”

Society of Professional Journalists Mark of Excellence Contest, First Place, 2006

“The 5 p.m. edition of Newscenter 88” Producer

National Dean’s List

University Honors Program

COMPUTER PROFICIENCIES

Mac and PC operating systems

Microsoft Office

Panorama and ACS database software

QuickBooks bookkeeping software

Clover website editing platform

Weebly website editing platform

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