

Kathleen Duffy

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Experience

Financial Services Contractor

BB&T Scott & Stringfellow

Richmond, Virginia — August 8, 2017 to December 29, 2017

- Engaged in intensive financial planning software conversion project that encompassed efficiently and precisely converting 4,500 plans from Wealthcare platform to MoneyGuidePro platform
- Communicated with advisors throughout the BB&T footprint over the nuances of adaptation of active retirement plans to new software for continuance of care for their clients' financial health

Teaching English as a Foreign Language (TEFL) certification

TEFL Worldwide Prague (Accredited by IatQuo)

Prague, Czech Republic — August 2016 to December 2016

- Completed an on-site, 4-week, 120-hour TEFL program that included 10 hours of teaching experience
- Taught local English language students as a contractor through James Cook Languages

Freelance Contributor

August 2014 to Present

- Original articles published on national blogs, such as Thought Catalog and Elite Daily
- Portfolio: www.kathleenmduffy.com

Website Copywriter

Hibu

King of Prussia, Pennsylvania — March 2015 to August 2016

- Composed 10 websites on average for clients across the United States per week
- Elevated the online presence of small businesses in several industries through appealing copy

Communications Officer and Web Coordinator

Temple University Health System

Philadelphia, Pennsylvania — April 2013 to August 2014

- Crafted, coordinated and assisted with CEO-level communications and presentations
- Served as editor for two newsletters, posted announcements, and refreshed the employee intranet

Associate Editor

Elauwit Media

Haddonfield, New Jersey — March 2012 to April 2013

- Created community content, produced articles and photographs for three hyperlocal newspapers
- Posted fresh daily content on social media and the company website

Guest Services and Sales Associate

Fairfield and Residence Inns

Deptford, New Jersey — January to October 2011

- Guided guests through their stays and created a local activities and restaurant pamphlet
- Arranged room blocks for weddings, sports teams and other special occasions

Education

Bachelor of Arts in Print Journalism: Rowan University, Glassboro, New Jersey; December 2011

Semester Abroad: Franklin College Switzerland, Lugano, Switzerland; Fall 2010

Skills

Empower software
Financial data entry
WordPress
Time management
Salesforce

Citrix
Photography
Blogging
Proofreading
Editing

Microsoft SharePoint
Microsoft Office
SML SiteMaker
Adobe Creative Suite
Siebel CRM