

Kimberley G. Debus

KEY SKILLS

- Technical, Creative, and Critical Writing and Editing
- Classroom Instruction, Professional Development, and Mentoring
- Stage Production, Direction, and Promotion
- Print Layout and Design
- Mastery of Word, Excel, PowerPoint, Access, Pagemaker, Framemaker, Photoshop
- Competency in HTML, SGML, CSS, Wiki, SMF
- Research Methodology
- Forecasting and Analysis

PROFESSIONAL EXPERIENCE

Freelance Writing and Editing **Durham, NC; Litchfield, CT; Winston-Salem, NC; Round Lake, NY**
September 1996 – present

RESPONSIBILITIES

On a freelance or contract basis: development editing; analyzing and distilling engineering data into technical documents; review and feature writing; interviewing; adjunct instruction in composition and professional communications

SELECTED CLIENT LIST

Pearson Education – Cisco Press Division, Round Lake Library, B/E Aerospace Lighting, Hudson Valley Community College

Round Lake Auditorium

Managing Director

Round Lake, NY

August 2005-November 2006

RESPONSIBILITIES

- Managing a 425-seat summer performance facility; arranging for restoration, repairs, and general site management
- Scheduling and booking performers for summer season
- Fundraising and securing corporate sponsorships
- Adminstrating marketing in print, radio, and television
- Supervising volunteer staff
- Serving as artistic director for resident community theatre group

B/E Aerospace, Inc.

Master Scheduler, Seating Products Group

Winston-Salem, NC (2002-2004); Litchfield, CT (2001-2002)

May 2003 – September 2004

RESPONSIBILITIES

- Long-range capacity forecasting for manufacturing facility in Kilkeel, Northern Ireland
- Contributing forecasting and capacity data to Request for Proposal process
- Adminstrating liaison activities between Operations and Program Management/Engineering
- Providing financial data to Senior Management
- Implementing Lean Manufacturing practices in scheduling/data management activities

Technical Writer, Seating Products Group

May 2001 – May 2003

RESPONSIBILITIES

- Analyzing and distilling engineering data into component maintenance manuals
- Creating and maintaining technical document database/library
- Forecasting manpower and technical requirements for yearly business plan
- Training other technical writers both in Seating Products and in other groups within B/E in Framemaker and common layout/writing practices

Mildred Elley
Evening School Coordinator

Latham, NY
May 2000 – December 2000

RESPONSIBILITIES

- Ensuring the orderly operation and supervision of the school in the evening hours
- Overseeing coordination of student services
- Managing and supervising the tutoring program
- Developing and implementing student activities and new student orientation
- Member of the Academic Management Team, Computer Graphics Team, and Dean Selection Committee

Adjunct Instructor

September 1999 – May 2000

RESPONSIBILITIES

- Teaching full time course load for the Business Management and General Studies programs. Courses taught include Microsoft Word, English Composition, and Oral Communications
- Assisting in the preparations of a proposal for curriculum changes and additions for the New York State Education Department and ACICS

Spectator Magazine
Lead Theatre Reviewer

Raleigh, NC
February 1997 – May 1998

RESPONSIBILITIES

- Observing and writing reviews for 3-10 local theatrical productions each month
- Monitoring production schedules and assisting in assigning shows to other reviewers

Meredith College
Assistant to the Director, Legal Assistants Program

Raleigh, NC
June 1996 – September 1997

RESPONSIBILITIES

- Assisting director with academic and student services for Legal Assistant students
- Maintaining registration, financial, and student profile data
- Assisting in internship and career placement
- Preparing reports for American Bar Association accreditation

Writing Tutor

January 1996 – May 1998

RESPONSIBILITIES

- Tutoring students in grammar and writing skills in both a one-on-one setting and a classroom setting
- Assisting the Learning Center Director in administrative duties and training of new tutors

Software Academy
Trainer

Raleigh, NC
May 1995 – May 1996

RESPONSIBILITIES

- Teaching one-day courses in office software applications, both on campus and off-site. Courses taught include all levels of Windows, Word, Excel, Access, PowerPoint, and Pagemaker

Variety Wholesalers, Inc.
Inventory Control Manager

Raleigh, NC
May 1990 – May 1995

RESPONSIBILITIES

- Creating and maintaining buying plan for 500-store retail operation
- Creating and maintaining purchasing budget, distribution plans, seasonal buying and distribution systems
- Training associates in computerized inventory/purchasing applications, software, and corporate policies/procedures
- Developing the company policy and procedures manual

EDUCATION

Meredith College
Bachelor of Arts, May 1998

Raleigh, NC
Major Course of Study: Political Studies; Minor: Theatre