

# KIM FAKENAME

## PERSONAL PROFILE

Writer and editor with experience providing editorial guidance.. Skilled in copyediting, creative writing, and social media, with a focus on cities and their inhabitants.

## ACCOMPLISHMENTS

- Department of English Graduating Essay Prize, 2020
- Dean's List, 2019, 2020
- Volunteer of the Month, Save the Frogs Canada

## CONTACT DETAILS

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## SELECTED WORK EXPERIENCE

### Communications Chair (Volunteer)

Save the Frogs Canada | 2018 – present

- Proofread monthly newsletter (circulation: 3300) to ensure frog updates conveyed accurately, consistently, and professionally
- Established and implemented communications plan for social media, increasing Twitter reach four-fold in 12 months
- Updated STFC Style Guide to align with Elements of Indigenous Style and Conscious Style guide recommendations, reflecting our mission and vision with regards to frog ethics

### Data Entry Intern

Phonecorp Communications Co. | May – August 2019

- Updated 1000+-row Excel and Access spreadsheets with sales information, enabling marketing team to plan their sales targets
- Processed over 100 units hourly, developing a keen eye for detail when performing half-hourly spot checks
- Ensured spreadsheet was accurate and complete by establishing a checklist, which Phonecorp now uses in Data Entry training

## EDUCATION

### University of XYZ

Bachelor of Arts | May 2020

- Honours English Literature
- Relevant coursework includes Food in the Victorian Novel, Children's Literature, English Traditional Grammar

## SKILLS

- Software: Microsoft Word, Excel, Access, Outlook and PowerPoint
- Social Media: Instagram, Twitter, TikTok, FrogChat
- Design: Publisher (basic), Canva (Advanced)
- WordPress (basic)
- Languages: French (basic), Spanish (basic)

## INTERESTS

- Independent cinema
- Contemporary poetry and spoken word
- Frog advocacy and politics