

Kenneth Duane (K.D.) Norris, Professional Resume

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PERSONAL AND PROFESSIONAL TRAITS

- I am proficient in **Microsoft Office Suite** and **WordPress CMS**, have worked with **Adobe Suite** and **Google** and other analytics, and can learn new technologies and protocols quickly.
- I am a very reliable worker. I can multi-task, and work under tight deadlines, and adapt to changing workloads. I follow direction, work independently or as part of a team, and can lead tasks, as required.
- I am a **Veteran** of the U.S. Navy, am physically active and healthy, and am happily married to my wife of 23 years, TJ (a senior finance manager). I have a **spotless criminal record**.

PROFESSIONAL CAREER SUMMARY

I am an experienced **communications professional**, with a successful history in print, online and direct person-to-person projects. I have successfully performed **media and community engagement** via print, website and social media platforms. I have experience in **higher education** communications, training/experience in **non-profit** organization and operation.

EDUCATION

Certificate Program, Nonprofit Management (2004) Berkshire Community College, Pittsfield, Ma.
Bachelor of Arts, Journalism (1989) Humboldt State University, Arcata, Ca.

RECENT WORK HISTORY

Currently Managing Editor at now.wktv.org, the online feature and community news platform for WKTV Community Television for Wyoming and Kentwood, Mich. (November 2016 to present) Duties include multi-platform communications: online print, short and long-form video production, community affairs video program producer and moderator.

Online/print content writer/editor/curator at **MLive Media Group's Grand Rapids Hub and Freelance Entertainment writer** at **MLive's On-The-Town** magazine and daily feature sections. (March 2013 to November 2016) Grand Rapids, Mich.

Freelance Copy Writer/Online Marketing Specialist at **GMITech** (now Eight Oh Two Marketing) An online marketing and website design firm. (May 2010 to Oct. 2012) Bennington, Vt. Duties included writing and editing advertising and marketing online content, and blogging.

Interim Executive Director at **WBTV 1370AM** (April 2009 to May 2010) Bennington, Vt. Duties included all aspects of office management and station operation including AP/AR and HR/payroll, staff and volunteer management, event management, fundraising including grant applications and donor cultivation/yearly fund drives.

Sports Information Coordinator, Cross Country Coach and Upward Bound Administrator at Southern Vermont College (2004 to December 2008) Bennington, Vt. Duties included all aspects of sports information/media relations including routine press release and newsletter writing, new media management, and event management. Also wrote content for college public/media information, student recruitment and campus safety as requested.