

MARY MURDOCK

WRITER | CONTENT STRATEGIST | PROJECT MANAGER

Contact

Phone

443-690-8010

Email

maryelise520@gmail.com

Education

Michigan State University

M.A. Rhetoric & Writing
Concentration in
Professional Writing &
Technical Communication
Anticipated April 2024

University of Maryland, College Park

B.A. English Language &
Literature
Minors in Rhetoric and
Vocal Performance
*Awarded May 2021, cum
laude*

Skills

CMS Knowledge: Drupal,
Squarespace

LMS Knowledge: Canvas, D2L

Software Knowledge: Google
Suite, Microsoft Suite

Project Management Tools:
Smartsheets, Notion, Trello,
Microsoft Teams, Slack

Design Tools: Adobe
InDesign, Figma, Canva,
PhotoShop

Experience

AUG 2023 - **The Cube @ MSU**, East Lansing, MI

PRESENT *Junior Project Manager*

- Identified and facilitated UX research and design activities to solve communication problems
- Delivered effective web design, document design, and content strategy solutions to clients
- Managed client relations throughout multiple concurrent projects
- Built and managed undergraduate project teams

JAN 2024 - **Writing in the Public Interest (WRA331)**, Writing, Rhetoric, and Cultures,

PRESENT Michigan State University, East Lansing, MI

Teaching Intern

- Facilitated multiple lessons on project management, collaborative work, and best practices for nonprofit communication
- Mentored undergraduate students in completing collaborative projects and generating multimodal professional writing

Michigan State University Writing Center, East Lansing, MI

AUG 2022 - *Community Engagement Coordinator*

AUG 2023

- Developed and coordinated literacy and creative writing programming for all ages
- Collaborated with community partners to plan and execute programs
- Researched and developed a content strategy for the Community Writing Center partnership
- Created communications materials for web, print, and social media
- Facilitated meetings, developed agendas, and recruited volunteers as co-leader of the Community Engagement Committee

AUG 2022 - *Writing Consultant*

AUG 2023

- Assisted undergraduate and graduate students with academic, professional, and creative writing across disciplines
- Provided effective writing feedback in-person, on Google docs, and via Zoom
- Completed biweekly professional development focused on writing in the disciplines and writing across curriculum

AUG 2022 - *Writing Engagement Liaison for the Gender and Sexuality Campus Center*

PRESENT

- Connected GSCC participants to Writing Center resources
- Facilitated four semesters of the Queer Theory Reading Group by scheduling, planning, and leading biweekly meetings

Presentations

International Writing Centers Association Collaborative

DePaul University, Chicago, IL
February 2023

Round-Table Discussion:
"Infrastructure Building in Community Partnerships: Navigating Pauses, Pivots, and Other Challenges"

Conference on Community Writing

George Washington University, Washington, DC
October 2021

Virtual Panel Presentation:
"Stronger Every Year: A Student-Driven Approach to Developing the Infrastructure Supporting a Community Writing Partnership"

Mid-Atlantic Writing Centers Association Conference

Towson University, Towson, MD
March 2020

Round-Table Discussion:
"Building an Accessible Writing Center: Discussing the Role of Disability in Writing Center Theory and Practice"

Awards

Sara Ann Soper English Undergraduate Service Award

University of Maryland, College Park
May 2021

Awarded for exemplary community service

Leadership & Community Service Learning (LCSL), Adele H. Stamp Center for Student Life, University of Maryland, College Park, MD

AUG 2021 - *Terps for Change Assistant Coordinator*

JUL 2022

- Coordinated logistics for over 100 students per semester to participate in community service with 12 local organizations
- Wrote and facilitated two semesters of curriculum on leadership skills development, problem solving, and critical engagement with social issues
- Directly supervised 16 student leaders through regular, goal-focused one-on-one meetings and day-to-day support
- Coordinated two major hiring processes by scheduling interviews, emailing and calling candidates, participating in group interviews, and compiling interviewer feedback
- Designed, distributed, and analyzed surveys for program strategic planning
- Contributed to unit strategic planning by developing materials for a unified curriculum and writing annual report content
- Audited and redesigned the program website and position manual

AUG 2020 - *Alternative Breaks Intern, Marketing & Communications*

MAY 2021

- Facilitated trainings preparing students to lead dialogues about pressing social issues
- Recruited participants via social media posts and direct messages, yielding 100 registered participants in the spring semester
- Created Facebook and Instagram content to inform our community about programming, community partner needs, and social issues

MAY 2021 - **Library of Congress**, Washington, DC

JUL 2021 *Literary Initiatives Junior Fellow*

- Created and organized content for more than 50 pages on the 2021 National Book Festival website
- Created video and infographic content about program outreach and accessibility
- Fact-checked and organized information about featured titles and authors, publisher contacts, and recommendations for future programming

Strathmore Music Center, Bethesda, MD

AUG 2019 - *Freelance Writer, Strathmore News*

JUL 2023

- Wrote and edited blurbs and navigation/SEO descriptions for web to promote arts programming
- Interviewed artists, staff, and community members to write long-form promotional articles for web and print

JUN 2019 - *Social Media Content Coordinator*

JUN 2020

- Created, edited, and scheduled promotional content for Instagram, Facebook, and Twitter
- Collaborated across departments to coordinate unified crisis communication during the COVID-19 pandemic