

KATHERINE R. DOUGAN

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An award-winning journalist/writer and public relations professional, I am a highly skilled and experienced editor, grant writer, photographer and designer. My expertise in Communications and my years of experience as a writer, editor and designer makes me highly skilled with written and oral communications including press releases, talking points, web strategies, coordinating and conducting interviews and developing story-lines and pitches to the media.

I am highly proficient in creating and facilitating written and oral communication to the public and to the media; preparing and disseminating information externally and internally within an organization; planning, implementing and managing projects from inception to completion; and at completing projects on time under deadline pressure.

As a former newsroom journalist and freelance writer, I have written about everything from PCB contamination to a Waffle House wedding, and have interviewed musicians such as Robert Cray, Steve Earle, CeeLo Green, Tweet, Ike Turner, Edwin McCain, Kenny Chesney, Sister Hazel, Tonic, Fred LeBlanc of Cowboy Mouth, Brian Vander Ark, singer/songwriter in the band The Verve Pipe, Cary Pierce and Derek Trucks, to name a few. I have interviewed many local artists and writers for The Clinton Courier and previously as a staff writer and freelance writer for The Clarion Ledger.

My expertise in Public Relations/Public Affairs includes:

- Producing press releases, talking points, brochures, flyers and other promotional and communication materials, and disseminating the information in a timely manner to media;
- Creating and pitching story lines, story ideas, writing stories and supplying photographs, video clips and other materials to the media;
- Implementing multi-media campaigns and press kits for individuals, businesses or organizations including news releases, stories, biographical/historical information, photographs, posters, flyers, brochures, post cards, business cards and promotional materials;
- Expertise with content management systems and Macintosh and Windows software including QuarkXPress, PageMaker, Adobe Illustrator, Adobe Photoshop Adobe InDesign and Microsoft Office Suite (Excel, PowerPoint, Word, Access and Outlook);
- Creating and serving as administrator for a website created in SharePoint; also, proficient with WordPress, Wix, and familiar with Drupal.
- Competence with multi-media, video and print production, and experience with social media platforms in public relations including website tools such as Drupal, Joomla, WordPress, SharePoint, Wix and others;
- Competence with Facebook, Twitter and social media.

EDUCATION

• COMMUNICATIONS/PRINT JOURNALISM

• University of Southern Indiana, Evansville, IN
Bachelor's Degree 12/1993 GPA: 3.2 out of 4.0.

Major: Print Journalism; Minor: Political Science and English

• ENGLISH RESEARCH/CREATIVE WRITING (Master's studies):

University of Louisville (KY)

• Earned certificates for Word 2010: Level 2 and Level 3 from Mississippi Department of Information Technology Services (April 2013)

• Earned certificate for Microsoft SharePoint Foundation 2013: Site Owner training (May 2016)

PUBLIC SERVICE

• Publications and Grants Manager, Business Manager, Graphic Designer and member of the Board of Directors, Mississippi Community Symphonic Bands, Inc.

• Purchase and repair flutes and piccolos (or repair donated instruments) for MCSB. These instruments are donated to schools without music programs. The instruments are used as loaners to children whose parents cannot afford to purchase or rent instruments for their children. To date, our band has repaired/restored more than 70 instruments which have been donated to more than six Jackson-area school districts.

• Former President/Director of the Arts Council of Clinton, Inc. Board of Directors

• Foster dog parent, Community Animal Rescue and Adoption no-kill animal shelter

• Former volunteer reader for the blind, Mississippi Public Radio

• Member and musician in nonprofit musical groups including The Mississippi Community Symphonic Band (flute & piccolo), and The Clintones, a Clinton-based jazz ensemble (vocal, piano, guitar, flute)

• Member of Christ United Methodist Church Orchestra (flute, piccolo)

WORK EXPERIENCE

2/2015 – present

State of Mississippi, Mississippi Soil and Water Conservation Commission

Public Relations Director

Job Duties: This is administrative work in which the incumbent develops, coordinates, and operates information programs, including advising staff personnel, coordinating and disseminating internal and public information, and establishing and maintaining effective relations with local communities.

Incumbent is responsible for the preparation of all press releases for the agency in all types of media.

Supervision is received from an administrative superior.

Examples of work performed in this classification include, but are not limited to, the following:

- Plans and organizes information activities to determine the requirements for information programs.
- Plans information programs to meet the needs and interests of the agency and the public.
- Develops contingency plans and operational procedures for dissemination of information in the event of accidents, natural disasters and other spot news events.
- Develops and improves techniques for disseminating internal information.
- Performs and/or directs information activities including coordinating, scheduling, and assigning information specialists and photographers to cover events in which the agency units and personnel participate.
- Directs the information program of the agency to ensure a balanced presentation of material.
- Gathers information and material; writes articles; designs publication; and products final product.
- Reviews and edits reports and correspondence for accuracy, propriety, and style.
- May maintain and update agency website.

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- Develops contacts with representatives of public organizations; federal, state and local agencies; and the general public.
- Assists representatives of news media in obtaining material about the agency.
- Schedules and conducts interviews and news media conferences.
- Performs related or similar duties as required or assigned.

9/2012 – 2/2015

State of Mississippi, Office of State Aid Road Construction, Jackson, MS

Contract Analyst II

Job Duties: Check and verify as-built plans, quantities and calculations for final engineering payments, final contractor payments including testing charges. Completes, reconciles and balances Final Fund Sheet for each completed Federal, State and Special Project.

Answer inquiries from Contractors, County Engineers, and Bonding Companies on any questions they may have concerning projects, forms, status of estimates, etc.

Monitor contractor's wage reports for compliance with the Copeland and Davis-Bacon Acts.

In addition to regular duties, I am actively involved in creating and implementing forms (Word, Excel) and procedures at OSARC to aid in the State of Mississippi's efforts toward a paperless work place.

01/2013 – present (NONPROFIT VOLUNTEER)

Mississippi Community Symphonic Bands, Inc., Madison, MS, ***Publications and Grants Manager***

As Publication and Grants Manager for MCSB, a 501(c) 3 nonprofit organization, our board and band all volunteer our time and services to the organization. I write all publication materials to promote the band's concerts and activities; I write the monthly Patrons' Letter to our donors; I design our promotional concert flyers; and I provide design and content for our Concert Programs. Additionally, I handle grant-writing for the band, and also write or produce any other promotional materials needed, including conducting interviews of guest musicians, conductors, featured players, or anything needed in the form of written or designed materials for the band.

I previously served as MCSB's ***Business Manager***, as the chief officer in charge of all activities not specifically musical; overseeing and coordinating nonprofit requirements, fund-raising, social events, concert and rehearsal bookings; volunteer activities; representing the band for staff and volunteers on the Board of Directors; attending functions of the Mississippi Center for Nonprofits when needed; and ensuring all permissions and payments for use of copyrighted musical arrangements are in compliance with laws governing usage, performance and recordings of copyrighted musical materials

4/2002 – present

Self-employed writer, editor, proofreader, publicist and designer

I write stories, news releases, news, entertainment and feature articles for online and print publications including The Clinton (MS) Courier, The Clarion-Ledger, The Washington Post and the Arts Council of Clinton, Inc. I create press kits and promotional materials for artists and musicians as well as brochures, flyers, posters, business cards, t-shirts, buttons and magnets.

6/2009 – 7/2012

Arts Council of Clinton, Inc., Clinton, MS (NONPROFIT VOLUNTEER)

President/Director/Publicist

As President of the Arts Council of Clinton, Inc., a 501(c) 3 nonprofit corporation, I coordinate all activities of the organization. I work closely with a 20-member board of directors, energizing and mobilizing their involvement to bring forth their best ideas and support, and to promote the Arts Council's identity as a prominent arts organization. I ensure that the Arts Council operates in a manner consistent

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with its mission, vision and goals, planning and overseeing program development, fiscal management and budgeting, fundraising and development, strategic planning, grant writing and public relations.

2/2001 - 4/2002

Gannett Inc. /The Clarion-Ledger, 201 Congress, Jackson, MS

Health/Medical/General Assignment reporter

Medical and health reporting, news and feature articles, and investigative journalism

7/2001 - 11/2001

Centers for Disease Control and Prevention, Atlanta, GA

John J. Knight Journalism Fellow at the Centers for Disease Control and Prevention, which is an applied epidemiologic analyses and research fellowship. As part of the fellowship I participated in public health field experiences; and reported findings through written and oral scientific presentations. My field work included working as a “disease detective” with the CDC Epidemiology Intelligence Service to define, track and diagnose outbreaks and epidemics in North Dakota, Montana, Puerto Rico and Mississippi. During my fellowship, I worked for the Agency for Toxic Substances and Disease Registry (ATSDR), based in Atlanta, Georgia, a federal public health agency of the U.S. Department of Health and Human Services. ATSDR serves the public by using the best science, taking responsive public health actions, and providing trusted health information to prevent harmful exposures and diseases related to toxic substances. I reported to the Chief of the ATSDR Office of Policy and External Affairs and participated in preparing literature and talking points, and conducting public information meetings, training and informational seminars.

2/1998 - 10/2000

The Anniston Star, Anniston, AL

Assistant Metropolitan Editor/General Assignment Reporter

Managed an 8-member reporting staff; responsibilities included editing and writing breaking news stories, special projects and features, including an award-winning series on polychlorinated biphenyl (PCB) and heavy metals contamination.

2/1997 - 2/1998

Freedom Newspapers, Albion, IL, The Albion Journal-Register

Editor/Publisher

Produced a twice-weekly print publication; duties included supervising, training and scheduling a staff of more than 10 employees. Additional responsibilities included budgeting, billing, writing, editing, reporting, photography, ad design and newspaper layout.

2/1992 - 2/1997

Scripps-Howard/The Evansville Courier Company, Evansville, Indiana

Pagination Coordinator (1996-1997): Responsible for moving The Evansville Courier, a 200,000-circulation daily newspaper, from mechanical to full electronic pagination. Additional responsibilities included ensuring all newspaper pages were processed from digital images directly to full-page negatives for the newspaper.

Copy Editor (1995-1996): Editing, page layout design and headline writing

Gateway Operator (1994-1995): Duties included troubleshooting and translating electronic computer files to medium for color processing

Writer (1992-1994): Responsible for county reporting, features and obituaries.

HONORS AND AWARDS

My award-winning stories chronicling Environmental Contamination in Anniston, AL (PCB and heavy-metal contamination, asbestosis, etc.) are part of the curriculum for universities and entities including: The University of Colorado, the University of Michigan, the University of Alabama, the Alabama Department of Environmental Management, the Centers for Disease Control and Prevention (Atlanta) and its agencies, the Environmental Protection Agency and the Agency for Toxic Substances and Disease Registry case studies, and justice studies throughout the world.

- Short story was selected and published in the Brick Street Press Winner's Circle book, published by a division of the Arts Council of Clinton, Inc. (2009)
- John J. Knight Journalism Fellowship with the Centers for Disease Control and Prevention in Atlanta (2001)
- Associated Press team reporting honors, Anniston environmental contamination (2001)
- State of Alabama award for Outstanding Environmental Journalism (2000)
- Alabama Department of Environmental Management excellence award (2000)
- Scholarship winner, Ropewalk Writers Retreat, New Harmony, IN (1994)
- Academic Achievement Award in Advertising, University of Southern Indiana (1993)
- Poetry contest winner, Evansville (IN) Poetry Society (1993)
- Short story published by Brick Streets Press in Clinton, MS (2007)
- Short story published by University of Southern Indiana arts magazine (1994)