

# Kathleen Dougherty

**KATHLEEN DOUGHERTY**

740 Miller Street  
Carthage, IL 62321  
217-357-6004  
309-333-8200 Cell

## ***Professional Background***

- Over twelve years experience in radio broadcasting, public speaking and copywriting.
- Highly organized with the ability to work under extreme deadlines.
- Experienced in Mac and Windows, QuarkXpress, PageMaker, radio automation programs, and graphic programs.
- Fluent in medical terminology.
- Free lance ad designer. 55-60 wpm.
- Public Information Officer/Public Relations for Hancock County Emergency Services and Disaster Agency. 2001 to present. Information contact for the media during disasters, drills, etc.
- No Code-Technician Class license, Amateur Radio - KB9WBD.
- 2nd place winner Best Classified Ad - Division B in Illinois Press Association ad contest for 2002.
- 2003 - Best Use in Color in Ad division B in Illinois Press Association ad contest
- Advisory board member for Southeastern Community College (Burlington, IA) Graphic Communications program.

## ***Educational Background***

- Graduate from Carl Sandburg College, Carthage, IL with a Certificate in Desktop Publishing, 1997. Course work included QuarkXpress, PageMaker, Advertising, Marketing, Business Report English, Design, Computer and Software Applications.
- Dean's List. Graduated with Highest Honors with a 4.0 GPA.
- Phi Theta Kappa Honor Society member.
- Received the "Business Student of the Year" Award, 1997; Winner of the "College For Kids" Design Contest, 1997.
- Over fifty hours of credit from Illinois State University, Normal, IL, majoring in Fine Arts.
- Adobe Acrobat PDF Classwork, New Horizons Learning Center, Peoria, IL. April 2003.

## ***Work Experience***

*Graphic Designer*, Hancock County Journal-Pilot, MVM Publications, Carthage, IL. February 2002 to present.

- Creative design, layout, and copywriting for newspaper clientele. Ad, page and cover design incorporating black/white to full process color ideas for clients with use of Quark, Photoshop, Acrobat and Illustrator.
- Pagination specialist for newspaper; processing full pages into pdf documents; coordinating pages with reporters and editor.
- Coordinator for information and events coverage between members and newspaper for chamber of commerce pages.
- Extensive use of internet for graphics, information, and email for customer use.

*Electronic Typesetter and Graphic Artist*, Great River Printing, Hamilton, IL. June 1997 to February 2002.

- Responsible for the daily operations of retail business, along with most facets of prepress layout and design for client work at the Keokuk, IA branch office. Use of Mac, QuarkXpress, and paint programs.
- Responsible for over 90% of the typesetting done for the company's honey label printing.
- Designed custom labels for honey dealers.
- Experienced in hand setting type and pressman for Letterpress.
- Experienced in rubylith layering and cutting.
- Responsible for generating sales in floor traffic; copies on demand, outsource products and services.
- Experienced in light bindery work i.e., folder, stitcher, cutter.

*Mall Merchant Coordinator and Free Lance Ad Designer*, Keosippi Mall, Keokuk, IA. 1997-1998.

- Coordinator for special events and promotions designed to draw in traffic.
- Responsible for ad campaigns, design and layout along with the coordination of advertising for radio, TV and print.

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*Emergency Room Unit Secretary*, Memorial Hospital, Carthage, IL. December, 1994 to July 1997.

- Daily contact with patients; working with personal histories, health and insurance information.
- Worked with computers daily in the inputting of patient information.
- Was a designated trainer of new secretaries.
- Experienced in radio and paging dispatching of ambulances and personnel.
- Highly organized; worked under extreme pressure and deadlines. Fluent in medical terminology.
- Helped to organize and coordinate information book for new physician assistants and hospital employees.

*On-Air Personality*, WQCY/WTAD Radio, Quincy, IL. October 1993-December 1994.

- Responsibilities included daily live FM air shift, commercial ad production, live remote broadcasts.
- Maintained integrity of overnight AM and FM broadcasts.

*On-Air Personality, Production Manager, Operations Manager*, WIZZ/ WSTQ, Streator Broadcasting Company, Streator, IL. January 1990-December, 1992.

- Maintained daily live AM air shift with recorded air shift on FM station; commercial production, live remote broadcasts; maintained station operation integrity.
- Coordinated all commercial production from copywriting and production to delivery to traffic logs, both manual and computerized.
- Maintained listener and client relationships with live remotes, public speaking engagements, concert appearances.

*Newspaper Editor, Museum Director Pro-Tem*, Streatorland Historical Society, Inc., Streator, IL. 1980-1992.

- Was responsible for the writing, editing, and layout of the Society's monthly newspaper for the 500 plus nation-wide membership.
- Solicited clients for monthly advertising in the newspaper.
- Past President and officer.
- Tour docent for school children, adults, class reunions, etc.
- Coordinated efforts to receive donated cabooses from the Burlington-Northern Railroad and coordination of logistics of locating same on the museum property.
- Helped to organize, clean and display museum artifacts that were placed in donated museum property. Worked jointly in establishing Not-For-Profit status for museum property.
- Coordinator for yearly fund raiser - a spring festival that attracted over 6,000 people annually. Was responsible for the solicitation of financial backing, coordination of radio and print advertising; was the liaison between the City government/manager and the Society; coordinated the procurement efforts and placement of over 100 dealers; contracted entertainment; coordinated school groups, service organization, and sports clubs for their participation at this event.