

KARLEEN KOEN

WWW.KARLEENKOEN.NET

WWW.FACEBOOK.COM/KARLEENKOENWRITER

Broad experience as a writer/editor/creative, print and web.

Corporate & nonprofit communications, university publications experience. Project manager. Events. Community outreach.

PROFESSIONAL EXPERIENCE

Writing/editing: business communications, web content & direction, creative writing, editing, proofreading

- Over 30 professional awards for outstanding content & presentation

Web: web content, direction, proofreading, editing, writing, social media presence

- An award-winning webzine, professional blog

Project/Time Management: workshops, events, publications, oversight of staff of writers & designers, print & web

WORK EXPERIENCE

Currently self-employed: creative writing, editing, corporate communications, web content, teaching

- Consulting editor-in-chief for **Source Connect**, a print and web newsletter based in Dallas
- Teaching **continuing education courses at Rice University Continuing Studies**. 15 years, twice a year, 25+ students per class, high evaluations. Created content for the course. On faculty of a **week-long retreat for Writers' League of Texas**. 7 years. Creation of curriculum/40+page workbook; since 2008; 15-20 students. High evaluations.
- On the board of **Writespace**, a grassroots literary organization founded by writers for writers
- Helene Wurlitzer **writing fellow**, three months, Taos NM
- *Decade in Review*: 12 page 4/c **annual report** for the Division of Radiation Oncology at the University of Texas's M. D. Anderson Cancer Center
- **Annual report** for nonprofit ChildBuilders
- **Editing, manuscript** consultation
- 4 novels, Random House & Crown
- Blog, Wordpress

2003-2004 Director, Editorial Services, University of Houston

Directed and supervised six editors. Projects included a feature magazine, a faculty/staff weekly paper, an annual report, brochures, calendars, pamphlets, invitations. Our job was producing **print and web** for and about the university and its various colleges.

1999-2003 Senior managing editor for Collegium magazine, the feature magazine for the University of Houston.

Readership: 135,000. Ran advisory board, selected features, wrote features, organized freelance writers and deadlines, edited, oversaw schedule, design, budget
26 editorial, design, and web awards

- **Live event:** we did panels, poetry readings, a piano concert—the subject taken from an issue of the magazine
- **Webzine:** a designer and I produced not an HTML of the magazine, but another issue on the web. Contents based on the print but with extra information. Flash, video, audio, 2D/3D animation.
- **Posters:** we produced a series of posters from photography/editorial in the magazine as branding for the magazine on campus.

Other

- **Editor, Houston Home and Garden Magazine:** Local four-color magazine. 100,000+ circulation Under my editorship, the magazine's circulation rose from **32,000 paid subscriptions to 110,000**. Renewal rate was 86%. **Professional awards:** Texas Society of Architects Award for outstanding architectural reporting and criticism. Texas Society of Architects Award for support of architecture in the community. Dallas Market Center for coverage of home furnishings
- **Managing Editor, Energy Pipelines and Systems Magazine, Chilton Publications:** a four-color magazine about the natural gas industry
- **Copy Editor, Houston Business Journal,** a weekly newspaper about Houston business. Also edited a book: research, layout, printing bids, cover design

FREELANCE

- **Contract writer/editor** for University of Houston System's Office of Public Affairs, press releases, brochures, speeches, reports, marketing copy
- Vista program. **Quarterly newspaper** for SEARCH, a nonprofit
- **Chair** of Sunday at the Salon, first fundraising event for Women in the Visual and Literary Arts
- **Artist's Way** groups. Facilitated 6 different groups over a period of several years
- **Former board member** of Friends of Women's Studies, University of Houston, and Women in the Visual and Literary Arts
- Public relations/seminar organization for **Houston Heights Association and Greater Houston Preservation Alliance; NOAH project**, nonprofit helping Third Ward residents rebuild existing homes; **FotoFest**, a biannual international photography exhibit
- Grantsmanship Center's grant writing course
- United Way's Managing a Nonprofit Organization course
- Workshops on writing and creativity
- Speeches on writing
- Board positions with Women in the Visual and Literary Arts and Friends of Women's Studies

FICTION

All books still available and in print. Public readings, speeches to various organizations, library events.

Currently at work on a fifth book. **Before Versailles**, Crown, best historical fiction pick by *The Library Journal* and *RT Book Reviews*. **Dark Angels**, historical fiction, Indy Next Bestseller. **Now Face to Face**, historical fiction, Random House. **Through A Glass Darkly**, Random House. 21 weeks *New York Times* bestseller list.

EDUCATION

B.A. University of North Texas. English and Journalism. Who's Who in American Colleges and Universities

References upon request.