

Kaci Lane Hindman

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Education

BA in Communications, The University of Alabama, 2005

Computer Programs

Adobe Final Cut Pro, InDesign, Illustrator, Photoshop, Image Ready, Bridge; Acrobat Reader; Quark; Microsoft Word, Excel, PowerPoint, Publisher, Photo Editor; Word Perfect; Flash, HTML coding in various browsers, Topics, Content Tool/Management systems, Dreamweaver, Front Page; FTP site; scanners; video editing and camera equipment; proficient with both Mac and PC

Publications and Writing

- **Kids Life Magazine**—write bi-monthly articles
- **Find Gift**—edit product categories for target audiences; write descriptions for products; edit product images; SEO
- **Clark Broadcasting**—organize media projects and oversee on-air talent, crew and editing of programs; write and host commercial programs; successfully developed and moderated a historical local mayoral debate
- **Kidz Kountry**—wrote weekly skits and segments for the children’s program at The Church At Tuscaloosa
- **WiseGEEK**—edited articles; worked closely with writers and content editors; coached writers; SEO
- **The University of Alabama Press**—designed book covers and laid out book interiors; edited manuscripts; worked closely with printing vendors; produced ebooks
- **myMissionfulfilled**—edited and wrote articles for online missions magazine targeted toward young women
- **Life Bible Study**—edited books, curriculum, print materials, newsletters, and marketing pieces
- **Student Life Bible Study**—edited books, curriculum, print materials, newsletters, and marketing pieces
- Cultural Learning Center—edited curriculum and information manual for new school program started for Birmingham children adopted from the Ukraine
- **Woman’s Missionary Union**—edited educational material for missions efforts including *Missions Mosaic* magazine, International Mission Study 2008 booklet, and myMissionfulfilled
- **Dying to Be Thin**—wrote book that uses biblical principles to help young women overcome eating disorders
- **West Alabama Christian Living**—wrote the young adult column
- **Lifted Magazine**—wrote multiple articles for online magazine
- **Southern Living Online**—edited copy, Web content

- **AOL Time Warner**—edited photos and content for AOL Homes and Foods
- **Vibrant Life**—wrote article, about how spirituality affects health and how God views physical fitness
- *Destination Tuscaloosa*—wrote article for Tuscaloosa tourist magazine
- *Southword*—wrote article for Southern Progress' internal magazine
- **The Crimson White** and **Dateline Alabama**, wrote sports articles and edited copy and Web content
- *Cougar on Campus*—wrote original short screenplay that won campus-wide contest, noted as Most Marketable and Most Developed Story
- Experience in editing dissertations for doctoral candidates and writing and obtaining grants for educational institutions and individuals
- Experience in editing and writing resumes and cover letters for potential employees

Design

- Flyers, bulletins, and promotional pieces, both print and online, for **Chapel Hill Baptist Church**
- Book covers and interiors, Web site redesign planning for **The University of Alabama Press**
- Catalogs for **Woods & Water, Inc.**
- Web sites for AOL Homes and Foods Channels, **Southern Living**, **The Tuscaloosa News**, **Dateline Alabama**
- Yearbook ad pages for Berry Elementary School
- Newspaper advertisement booklet for Southern Baptist Church Association
- Newspaper advertisement booklet for Tuscaloosa Children's Theatre
- Various brochures, invitations, logos, newsletters, business cards, t-shirts
- Media announcements and short commercials

Organization

- **Find Gift**—organize all gift items into specified categories
- **The University of Alabama Press**—managed the production process of all reprint books; organized and facilitated bids and projects among various print vendors; kept track of weekly reports on all reprint books; participated in the organization and design committee for the UA Press Web site redesign project
- **Student Life/Life Bible Study**—managed all customer feedback, kept spreadsheet files on contract writer payments and updated changes, checked documentation; helped plan, prepare and execute writers' conferences and training sessions
- **Southern Living** and **Cooking Light** magazines—created a database for all recipes featured in over a five-year span
- Alabama Center for Open Government Web site—redesigned and redirected new links for the site sponsored by **The Tuscaloosa News**, researched government-based Web sites to link to ALACOG