

Kevin Kanarek

Content editing and communications
Digital strategy, project management, production and support

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Skills

- Project management
- Content development
- Marketing strategy
- Writing & editing
- Media production & design
- Research, training & support
- Languages: French, German

Technology

- HTML, CSS
- WordPress, Squarespace, Mailchimp
- Analytics, Search
- Organic SEO
- Adobe Creative Suite
- Google Workspace

Subject areas

- Academia & higher ed
 - Sustainability & climate awareness
 - Media & publishing
 - Healthcare & counseling
 - Multilingual & cross-cultural projects
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Experience

Content Editor and Website Admin | City College of New York (2023- present)

I manage the websites and online communications for the English Department, the Creative Writing MFA Program, and the Rifkind Center for the Humanities and Arts. I also provide project management for migrations, upgrades, accessibility and other compliance requirements.

Web Designer and Digital Producer | Self-employed (2017- 2023)

Developed web sites, digital marketing and other communications for schools and clients in academia, education and publishing. Provided content editing, copyediting, marketing strategy, design, production, project management, search optimization (SEO) and analytics, training and support services. Portfolio of work at kevinkanarek.com

Digital Project Manager and Support | Cavendish Global (2014-2017)

Built the cavendishglobal.com website and provided support to their member network and conferences, which connected healthcare startups with foundations and other funding sources.

Online Content and Strategy | Green21 (2011-2013)

Wrote and edited web content and grant proposals, and managed development for Green21.org, the website for a public television pilot project about sustainability.

Web Producer and Content Editor, *childrenoftheamazon.com* (2009-2011)

Co-authored grant proposal, built prototype and served as project manager on this website based on a documentary film about deforestation and indigenous land stewardship. The film was broadcast nationwide on PBS in 2010.

Technical Search and Recruiting | hi5.com (2008-2009)

Sourced and hired staff for technical, business and marketing positions, managed staffing resources, drafted job postings and promotional copy.

Educational Technology Consultant | Self-employed (1999-2004)

Worked with schools and nonprofits including the NYC Board of Education, the New School for Social Research, and Playing to Win, a community technology center. I also developed content and curriculum for clients such as AOL/Time Warner, Scholastic Inc. and the American Museum of Natural History.

Education Technology Consultant | Bertelsmann Inc. (1997-1999)

Served as professional development trainer and educational consultant for the Media Workshop, a project of the Bertelsmann Foundation. Worked with teachers and their classes to integrate project-based learning, critical thinking, media literacy and technology. Assisted schools with strategic planning and served as onsite advisor to the Media Academy at Taft High School, Bronx N.Y.

Classroom Teacher | The Cathedral School of St. John the Divine (1990-1994)

Foreign Language Teacher: Taught French and Latin, grades 5 - 8.
3rd Grade Teacher: Taught core subjects of reading, writing, math and social studies.

Organization for Economic Cooperation and Development, Paris (1985-1990)

Technical Trainer, writer and translator; conducted software training in English and French, developed curriculum, provided technical support in English and French.

Education

New York University

Master's degree in Interactive Telecommunications, Tisch School (1996)

Teacher's College, Columbia University

Coursework in reading and writing instruction (1991)

Yale College

Coursework in comparative literature and linguistics (1983)

State University of New York at Albany

BA in English, minor in French (1985)