

# Paul Morrill

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## EXPERIENCE

### KIWICO

#### Program Manager, Creative

Feb 2022 - present | Mountain View, CA

Design, implement, and run trainings on new and improved cross-functional production processes for a 20-person creative publishing organization, driving operational excellence while also increasing the quality of our output.

Architect Airtable-based project management software and a product database, building data structures, coding automations, and designing seamless interfaces for teams to track collateral production for 50–100 product orders each quarter.

Produce and maintain a library of documentation and guides that has ensured consistent and easily referenced operational information for team learning and development.

Run semi-weekly cross-functional syncs, quarterly retros, and tactical solution meetings that improve org-wide communication, collaboration, and well-being.

#### Editor

Feb 2020 - Feb 2022 | Mountain View, CA

Designed, wrote, and user-tested instructions and print collateral for KiwiCo's most complex kits and the Eureka Crate product line, ensuring fulfilling experiences and propelling Eureka to a company- and industry-leading 80 NPS.

Project-managed product designers, graphic designers, illustrators, and stakeholders to deliver our exceptional collateral on tight monthly timelines.

Developed, documented, and ran trainings for new production processes, style guides, and product databases, boosting our 8-person team's operational efficiency and institutional knowledge.

Managed a production editor for reordered products, enabling her to produce 30+ reorders per quarter and drive reorders to be the bulk of KiwiCo's business.

#### Associate Editor

Aug 2017 - Feb 2020 | Mountain View, CA

Wrote and project-managed production of user guides, educational magazines, product packaging, and product websites, maintaining fast-paced timelines while enhancing the user experience for some of KiwiCo's most popular products.

### BOWMAN SCHOOL

#### STEM Department Lead

Jan 2016 - Jul 2017 | Palo Alto, CA

#### Classroom Teacher

Nov 2010 - Dec 2015 | Palo Alto, CA

Realized a passion for educational empowerment at a flagship Montessori school, growing from an elementary teacher to science department head while designing exciting and enriching curriculum and mentoring other teachers.

## SKILLS

### TECHNICAL

Process optimization

User experience design

Technical writing, documentation

Copywriting, narrative writing

Visual communication

Database structure and automation, especially Airtable

Google suite

Familiar with Adobe InDesign, Illustrator, Photoshop

Familiar with Javascript

### SOFT

Cross-functional communication

Training, coaching, learning and development

User empathy and advocacy

Self-direction, independent learning

## EDUCATION

### ST. JOHN'S COLLEGE

#### BA in Liberal Arts

Annapolis, MD

Concentration in philosophy, history of math & science, classical studies, and comparative literature.

### AMERICAN MONTESSORI SOCIETY

#### Secondary Level Teaching Credential

Hayward, CA

Study of adolescent academics and development that continues to help with people management.