

Xxx XXXXXXXXXXX

xxx.xxx.xxxx

xxx E. xxrd Street, #xxx
Xxx Xxxx, XX xxxxx

xxxxxxx@xxxxx.com

Energetic and creative writer / editor with proven success in taking communications projects from inspiration to final result in fast-paced, deadline-driven environments and diverse business arenas.

AREAS OF EXPERTISE

- Concept Development
- Media Relations
- New / Interactive Media
- Marketing Collateral
- Resource Allocation
- Project Management
- E-Publishing
- Web Site Content Management
- Strategic Planning / Execution
- Team Building / Motivation
- Communications
- Promotions / Public Relations
- Broadcast / Publishing / Technical Media
- Production Management
- Creative Planning / Implementation

SELECTED ACHIEVEMENTS & HIGHLIGHTS

- Collaborated with feature department managers, directed as many as 25 writers and editors, authored content and ensured on-deadline publication of music-scene magazine targeted to 18-35 demographic for local market.
- Planned content with senior editors; edited freelancers' work, wrote / edited articles and troubleshoot HTML issues for Citysearch.com, the nation's leading provider of up-to-date entertainment information to 8+ million people each month.
- Created manuals / documentation for electronic voting hardware / software to help implement 2002 "Xxxx Xxxxxxx Xxxx" act requiring that states upgrade election procedures, including voting machines, registration and training.
- On-air talent for several local radio stations, including commercial voice-overs and sound editing.

PROFILE

Results-focused leader with strong work ethic and superior writing / editing skills. Confident multitasker able to manage every detail, control schedules and maintain creative vision. Partners business, innovation and technical expertise to maximize creative advantage. Successfully recruits, trains and leads teams to top performance.

Self-motivated contributor appreciated for fresh ideas, collaborative style, integrity and straightforward approach. Outstanding organizational, analytical, creative thinking, client relations, presentation and interpersonal skills.

EDUCATION, COMPUTER SKILLS & QUALIFICATIONS

Bachelor of Journalism – Multimedia (3.7 GPA), University of XXXXXXXXX
Emphasis in News Writing, Audience Analysis, Writing for the Web

Expanded insights into the entertainment industry by taking stand-up comedy class; wrote and performed original material.

Acrobat Distiller • Adobe FrameMaker / Illustrator / Photoshop • Cascading Style Sheets (CSS) • FAR HTML Compiler
Filemaker Pro • Flash • Front Page • HTML • HTML Help Workshop • MAC OS • Macromedia Dreamweaver
Macromedia Homesite • MS Office Suite • PageMaker • Perforce • PowerPoint • Quark Xpress
Quickbooks • TopStyle Lite • Visio • Windows ME / NT / XP • XML / XML Tidy

AP Style Writing • Chicago Manual of Style Writing • Spanish

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EXPERIENCE

XXXX XXXXXXX ASSOCIATION, XXXXXX, XX 20xx – Present
Web Developer – Contract Engagement

- Designed tfaonline.net for the XXXXX XXXXXXX Association, a non-profit organization dedicated to protecting the rights of higher education and staff.
- Continue to maintain Web site, using HTML, CSS and other Web development tools; create images using Photoshop.
- Proofread and copyedit all content on the Web site.

XXXX XXXXXXXXXX, XXXXXX, XX, 20xx – 20xx
Documentation Lead

- Planned, wrote and edited documentation for electronic voting equipment and document management software provider.
- Conducted on-site training for election officials and poll workers across counties in several states.
- Developed training documents for small community accounts. Troubleshot frequently used Adobe writing tools.

XXXXXX, XXXXXXXX XXXXX XX 20xx
Technical Writer – Contract Engagement

- Developed, authored and edited 6,000+ HTML files of user documentation for company’s flagship product.
- Ensured documentation was accurate, streamlined, clear and consistent.
- Retained for add-on contract at the conclusion of engagement; declined offer to pursue full-time opportunity.

XXXXXXXXXXXXXXXXXXXX, XXXXXX, XX 20xx – 20xx
Technical Writer

- Defined, composed, wrote and edited user documentation for large, international virtual instrumentation test, control and design systems provider with 3,000+ employees worldwide.
- Interviewed engineers and worked closely with writers to effectively maintain expanding documentation set
- Conducted cross-functional, interdepartmental documentation usability studies.

XXXXXXXXXX MAGAZINE, XXXXXX, XX 20xx – 20xx
Writer / Editor

- Managed team of 12 full-time and 50 bench writers and editors for local music / urban culture lifestyle magazine.
- Strategized with feature department managers to plan, design and layout each issue with consistency, clarity and style.
- Worked closely with graphic designer to ensure photography and artwork were completed and placed accurately.
- Interviewed talent, researched groups / artists, wrote articles, managed deadlines and planned future issues and features.

XXXXXXXXXXXX.COM, XXXXXX, XX 20xx
Writer / Editor

- Edited and wrote site content in HTML for leading local B2C search service serving more than 8 million people worldwide.
- Used interviews with local business owners, entertainment venues, restaurants and travel services.
- Planned content with senior editors and troubleshot improperly displayed HTML content.