

Profile Summary I am a professional writer, editor, and copywriter with an extensive background in English in search of a position in which I can put these skills to use. I am also very familiar with Adobe Creative Suite as well as generating and maintaining original web content. My background includes a strong knowledge of HTML and creating marketing content for email advertising and social media.

Experience

Feb. 2011 – Dec. 2011 **San Mateo County Bar Asso.** Redwood City, CA
Communications Coordinator

- Organized and edited monthly newsletter and annual magazine (appx. 1,500 circulation).
- Maintained and managed multiple event pages on the SMCBA website including posting of electronic version of the monthly newsletter.
- Managed advertising sales for three separate publications within the SMCBA.
- Created content for regular email blasts to membership (appx. 3-4 per month).
- Handled many member services including entry of new member and service management when members needed assistance with their profiles.
- Handled paperwork pertaining to Continuing Legal Education courses and credits.
- Handled client intake for Lawyer Referral Service.

Apr. 2010 – Present **Peninsula Automotive** Campbell, CA
Freelance Web Design/Writing/Editing

- Expanded and refined existing store website, preparing launch of online store.
- Edited existing technical articles for clarity and developed a format for future articles.
- Helped promote annual car show through traditional and social media outlets.
- Wrote and published an article about the annual car show for a national trade magazine.

Jun. 2009 – Present **Kyle Brady, Intuitive Industries LLC** San Jose, CA
Freelance Editor

- Edited fiction and non-fiction pieces on an as-needed basis with intent for publication.
- Maintained author's voice while refining and clarifying exposition.

Mar. 2008 – Sep. 2010 **Australian Products Co.** San Jose, CA
Graphic Artist/Writer & Editor

- Created, updated, and streamlined training and procedural manuals for in-store use.
- Created art for shirts, balloons, napkins, and other collateral in Adobe Photoshop and Illustrator.
- Wrote and designed original content for multiple email and web campaigns in Adobe Dreamweaver.
- Regularly edited product images in Photoshop for use in our online store and annual catalog.
- Wrote original copy content for new products.

Feb. 2009 – Aug. 2009 **Blue Coat Systems, Inc.** Sunnyvale, CA
Intern, Technical Publications Department

- Updated flagship product release notes for public release via online content management system.
- Researched and rewrote internal manual for creating installer files. Shortened process by more than one-third.
- Edited, arranged, and created layout for department newsletter with Adobe InDesign and Microsoft Publisher.
- Developed searchable web pages containing MIB informational files for public release.

Nov. 2006 – Mar. 2008 **Barnes & Noble** San Jose, CA
Head Cashier/Community Relations Mgr.

- Wrote original announcements promoting membership program, gift cards, and other services throughout Christmas season.
- Scheduled and publicized bookfairs with local schools and groups.

Aug. 2003 – Nov. 2006 **Milpitas High School** Milpitas, CA
English Teacher

- Developed and implemented curriculum for 10th, 11th, and 12th grade students according to state standards.
- Coordinated two field trips per year with the rest of the Academy.
- Supervised student fundraisers by monitoring incoming orders and coordinating with fundraising supplier.
- Designed initial Academy web site and managed promotion of annual Silent Auction through print and electronic media.
- Participated in BTSA, MHS Literary Magazine, and Spring Show 2005 & 2006.

Sep. 2002 – Jun. 2003 **Lincoln High School** San Jose, CA
English Teacher

- Developed and implemented curriculum for 9th and 11th grade students according to state standards.
- Supervised student fundraisers by monitoring incoming orders and coordinating with fundraising supplier.

Education

B.A. in English, San Jose State University, San Jose, CA: 12/2001

Multiple Subject Teaching Credential (expired), San Jose State Univ., San Jose, CA: 12/2002

Certificate in Technical Writing, De Anza College, Cupertino, CA: 06/2009

Relevant Skills

Software: Microsoft Word, Excel, PowerPoint, Outlook, Publisher (2003 & 2007). Adobe Photoshop, Illustrator, InDesign, Dreamweaver (CS3, CS4, CS5). Adobe Framemaker 7.2. Search Maker Pro. Tarma Installer. Quark Xpress 7.0. P4Win Content Management System. Mail Order Manager 5.4.

Writing: Tone, clarity, consistency. Modern Language Association (MLA) standards. Web content creation. Email and web marketing writing. Fiction and non-fiction writing and editing standards. Release note and instructional manual writing.