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**ABILITY TO WRITE ENGAGING, ERROR-FREE TEXT FOCUSED ON VIABILITY FOR THE WEB OR PRINT**

Ability to adapt to the tone necessary for the content, customer and audience, regardless of industry, and to maintain said tone.

**MANAGERIAL EXPERIENCE.**

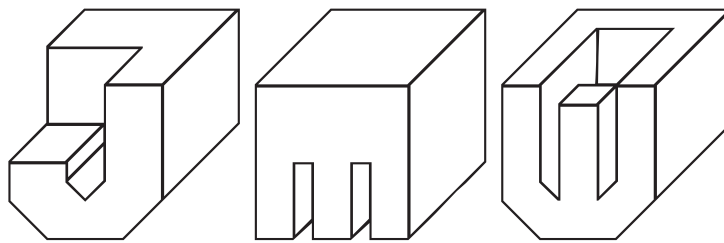
While at Motorola, maintained the style standards and authorial voice demanded by our major partners, and dramatically reduced the error rate from approximately 25 percent to less than 10 percent in a rigorously audited and very high-volume Web-publishing environment.

**STRONG KNOWLEDGE OF AP STYLE, CHICAGO MANUAL OF STYLE, AND EDITORIAL NOTATION**

Able to process large amounts of information quickly and accurately, producing well-written and error-free text in a deadline-driven environment. Also able to quickly adapt to and apply house-style standards. Excellent interpersonal, organizational and multitasking skills.

**STRONG KNOWLEDGE OF SEO AND BEST ONLINE PRACTICES**

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bachelorofarts

english>modern & contemporary literature

u.c.berkeley

**PROGRAMS & OSs**

**PROFICIENT WITH ADOBE CS4**

- INDESIGN
- ILLUSTRATOR
- DREAMWEAVER
- FIREWORKS
- PHOTOSHOP

**THE MICROSOFT OFFICE SUITE**

**HTML AND CSS**

**WORDPRESS CMS**

**WYSIWYG WEB-EDITING TOOLS**

**WINDOWS AND MAC INTERFACES**

08/10–present • **COPY EDITOR** • World Trade Press, Petaluma, CA

Duties: Edit copy to adhere with Chicago Manual and in-house style standards designed to present world travel information via the Web—but also to ensure text meets the highest quality standards. Worked closely with copywriters to improve their writing style, grammar, syntax, and knowledge of Chicago style.

06/06–06/10 • **LEAD COPYWRITER / QUALITY ASSURANCE ANALYST**  
Motorola, Inc., Alameda, CA

Duties: Copy writing and editing, team management with an eye to productivity and workflow, creation and maintenance of team standards designed to keep error rate at a minimum and productivity at a maximum. Created and ensured team-wide adherence to our house style, which is based on AP style, but has been modified to better suit the Web-publishing environment. Learned a great deal about HTML, CSS, and Web design principles.

02/07–01/09 • **STAFF REVIEWER AND CONTRIBUTING AUTHOR**

Black Heart Magazine

Duties: Wrote and edited book and music reviews, mostly for small presses and independent labels.

06/06–12/06 • **INTERN** • Small Press Distribution, Berkeley, CA

Duties: Writing ad copy, compiling / updating contact information for publishers and reviewers, compiling book lists for library and retail collections.

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