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SUMMARY

Editor and writer with 15 years experience in publishing and marketing, both on staff and as a freelancer. Varied background in editing columns and feature articles; developing content; writing promotional materials; performing interviews; and producing informative and entertaining pieces on deadline. Solid reputation for accuracy and maintaining a commitment to quality through all stages of production.

PROFESSIONAL EXPERIENCE

E, THE ENVIRONMENTAL MAGAZINE, Norwalk, CT 2008–Present
Contributing Editor for the nation's oldest independent environmental publication.

- Copyedit and fact-check all elements of the print magazine
- Edit materials for www.emagazine.com
- Write articles, including health-related pieces and book and product reviews

TEACHING K-8 MAGAZINE, Norwalk, CT 2005–2007
(a subsidiary of Highlights for Children, Inc.)

Associate Editor at a national magazine for elementary school educators.

- Edited, alongside the Senior Editor, 22 columns and 5–7 feature articles for each issue (eight issues per year)
- Interviewed and wrote feature-length profiles of children's book authors/illustrators
- Visited and wrote feature stories about schools/classrooms around the country
- Proofread and fact-checked the entire magazine in several phases of production
- Developed additional content for TeachingK-8.com
- Proofread the website against the print magazine for consistency and style
- Fielded submissions and corresponded with columnists, freelance contributors and children's publishing industry representatives

NEW MASS MEDIA, Bridgeport, CT 2002–2006

Contributing Writer for a chain of alternative news, arts and entertainment publications (*Fairfield County Weekly*, *Hartford Advocate*, *New Haven Advocate* and *Valley Advocate*).

- Developed content, conducted research and performed interviews
- Produced feature articles, regular columns, restaurant reviews and other pieces as assigned on a freelance basis

RYAN PARTNERSHIP, Wilton, CT 2000–2004

Copy Editor and Proofreader for a marketing firm with an international client base.

- Proofread, copy-edited and fact-checked ad copy, newsletters, packaging, TV commercials, CD-ROMs and websites in all stages of production
- Developed and maintained client style guides

FRIENDS OF ANIMALS, Darien, CT 2002–2003

Staff Writer for a national animal rights organization.

- Researched and wrote informational brochures and booklets
- Edited and contributed articles and book reviews to the organization's quarterly publication
- Developed a vegetarian restaurant guide to New York City
- Wrote grant applications
- Fielded correspondence from members
- Lobbied at the state capital on behalf of animal welfare legislation

SYNAPSE GROUP, Stamford, CT 2002

(a subsidiary of Time Warner)

Copy Editor at a magazine subscription marketing company.

- Reviewed copy for direct mail, Internet and telemarketing offers
- Edited and rewrote all copy to ensure legal compliance and style consistency

MEDIA MAGAZINE, Westport, CT 2001

Copy Editor and Writer at MediaPost Communications, an integrated publishing and content company.

- Researched and wrote pieces on new-media technological developments
- Reviewed new-media websites
- Developed magazine style guide
- Proofread, fact-checked and line-edited articles
- Transcribed interviews

GIANT A PUBLISHING, Bridgeport, CT 1996–2003

Editorial Assistant to a comic book publisher.

- Wrote and edited copy
- Fielded customer inquiries via phone, mail and e-mail

OUT/LOOK MAGAZINE, San Francisco, CA 1992

Editorial Intern at a news and entertainment quarterly.

- Wrote and edited articles
- Proofread all features
- Composed advertising copy

EDUCATION

BA – Government/English minor, Smith College, Northampton, MA

- Editor of *The Green Age Literary Review*
- Contributing writer for *The Current*, a publication dedicated to the arts, politics and current events

SYSTEM EXPERIENCE

Mac OSX, Quark XPress, Microsoft Office