

## **OBJECTIVE**

Communications professional with background expertise in writing highly effective copy, creating and managing information flow, and editing/coordinating content in order to best reach target audience seeks freelance work with growth-oriented organizations.

## **SUMMARY OF QUALIFICATIONS**

### **Writing/Editing**

- Edit/proofread author materials, including book proposals; also ghost-write projects, including corporate biographies
- Wrote website materials, newsletters and brochures and copyedited for *Educational Testing Service, Global* (Paris, France); proofed/edited internal communication
- Demonstrated ability to manage long-term projects: authored: *Q Guide to Amsterdam* (Alyson Books, 2007) and developed web content (English version) for *Mama Cash* (Amsterdam, Netherlands); also edited all English content for *Mama Cash's* Communications Department
- Developed website content for the MIXX ad agency (NYC, NY) including: *David Lance*, *VALFloors.com*, and *Ohmbox*; developed marketing collateral for *Creative Marketing Group* (Carlsbad, CA) to support its high-tech clients *Infonet*, *BPLogix* and *Team Stream*
- Temporary Associate Editor for *Scholastic Math* magazine (NYC, NY)
- Wrote feature articles, published in: *The Village Voice*, *Details Magazine*, *Yahoo Internet Life*, *Penthouse*, *Mobile Computing*, *Breathe*, *Time Out (Amsterdam)*, *Amsterdam Weekly*, *XM* and contributing writer (news/environment) at *Alternet.org* since 1998
- Wrote ad/promotional copy for *Borish & Flincke Jongens* and *Philips Global*
- Reported, wrote and produced radio pieces for KQED Radio and PRI's *Beyond Computers* (San Francisco, CA) and familiar with digital editing

### **Organizational skills**

- Dedicated to accuracy and skilled at filtering, qualifying, planning and routing information
- Detail and results oriented; history of supporting complex, deadline-driven projects
- Ability to plan and manage multiple editorial priorities and take initiative
- Progressive in outlook and quick to adopt new technologies—recently completed a “Writing for the Web” course
- Adaptable team player recognized for independent judgment

### **Management/People skills**

- Designed a monthly workshop series on young women and finance; responsible for organizing the event, recruiting key speakers, hosting workshops and conducting feedback sessions
- Experience effectively managing diverse groups of adult students—both in group and one-on-one settings—and coaching them to enhance their skills
- Mentoring/guidance skills as evidenced by on-going relationships with many former students

## EMPLOYMENT HISTORY

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*Independent Contractor*

August 2001 ~ present

**The Write Grrl Writing & Editing**

Brooklyn, NY; Amsterdam, Netherlands

Responsible for conceptualizing, developing and editing content for news, entertainment, trade and business publications, in print, radio and online.

*Staff Writer, News*

**Metro News Silicon Valley**

January 2000 ~ August 2001

San Jose, CA

Pitched, researched and developed cutting-edge investigative reports, political profiles and trend pieces— including eight cover stories—for this 90,000-circulation weekly newspaper.

*Editorial Fellow, News*

**SF Weekly**

August 1999 ~ January 2000

San Francisco, CA

Post-graduate paid fellowship at leading 115,000-circulation weekly newspaper. Selected from among 150 applicants to research, develop and write feature articles on issues impacting Bay Area residents.

## ADDITIONAL EMPLOYMENT HISTORY

*ESL Instructor, Business English*

**The Square Mile**, Leiden, The Netherlands

August 2005 ~ present

**Foreign Affairs**, Amsterdam, The Netherlands

**ILC Taleninstituut**, Waalwijk, The Netherlands

Teach high-level English to corporate managers and employees in the Dutch telecommunications, banking, IT, hotel, healthcare and non-profit sectors. Language assessor for Dutch Foreign Service applicants. Conduct cultural training for those transitioning abroad.

## EDUCATION

**Masters of Journalism**, University of California at Berkeley, 1999

**TEFL Teaching Diploma**, University of Brighton, 1994

**Bachelor of Arts** (Social Sciences,) University of Sussex, 1990