

EDITOR and proofreader since 2000, proficient in AP, Chicago, AMA

RECENT EDITING PROJECTS

**AGENCY AND TECHNICAL EDITING**

- Proofread advertising and marketing decks for national consumer campaigns
- Copyedit multimedia websites, apps, videos, and presentations for national tech and pharmaceutical brands
- Copyedit and fact-check instruction manuals and internal communications

**Molly Hartong Design** (2016)  
**Applied Underwriters** (2015 to 2016)  
**Salesforce** (2015)  
**Viscira** (2013 to 2015)  
**Bleu Marketing Solutions** (2014 to 2015)  
**Eveo** (2014 to 2015)  
**Doremus** (2015)  
**Riney** (2014)

**DDB California** (2014)  
**Draftfcb** (2014)  
**BSG Communications** (2014)  
**MediMedia Educational Group** (2014)  
**NO-DES** (2011)  
**DNV GL (Oakland office)** (2009 to 2010)  
**UCSF, Graduate Division** (2007 to 2008)

**FICTION EDITING**

**Under Vanishing Skies** (novel) 2013

**LEGAL RESEARCH, WRITING, AND EDITING**

Research case facts and issues • Draft legal briefs, letters, contracts, and correspondence

**Hanson Bridgett LLP** 2014  
**Private San Francisco Law Office** 2007 to 2009

**REPORTS, STATEMENTS, AND POSITION PAPERS**

Edit and proofread reports, websites, brochures, and direct-mail copy

**California Climate & Agriculture Network (CalCAN)** 2011 to 2012  
**Tenants Together** 2010 to 2012  
**Various Successful San Francisco Candidates for Elected Office** 2008 to 2009

**JOURNALISM**

15 years in print, Web, and radio journalism as a reporter, producer, host, copy editor, and assignment editor

**Icicle Productions (no longer in business)** 2002 to 2003  
**Tech TV (no longer in business)** 2001 to 2002  
**Wired News** 1998 to 2000

EDUCATION

**Kent State University, Kent, Ohio**

B.A. (French) earned on Honors College merit scholarship and French fellowship

Continued on Page 2: WRITING EXPERIENCE

**WRITER with fastidious attention to structure, detail, and voice**

**RECENT WRITING PROJECTS**

**Short-Form Writing**

- Social media and promotions for *The Spinster* film and *gates and strays* web series
- Promotional materials for Love on Wheels bicycle dating game (2006-2008): website copy, email blasts to 8,000 recipients, host script, contestant questions
- Promotional materials for Raising the Roof for Renters benefit for Tenants Together: website copy, invitation to 2,000 members, MC script
- Correspondence and newsletter items for Tenants Together
- Radio scripts for Icicle Productions and Sirius Satellite Radio

**Long-Form Writing**

- Direct mail for political campaigns
- Policy papers for city candidates for office and one Congressional candidate
- Legal briefs, correspondence, and interview summaries for a trial lawyer

**Marketing Communications**

- Facebook and Twitter, media packet and marketing plan for *The Spinster* film and *gates and strays* web series
- Media releases that garnered three reviews for fiction collection, *Stories for Airports*
- Media releases, candidate statements, direct mail, position papers for political campaigns
- Health Care Lessons From Cuba: story promoting a University of California, San Francisco lecture
- Brochure text, correspondence, fact sheets, and manuals for University of California, San Francisco

**Journalism**

- Content plan, style guide, news, and features for Wired News
- Daily radio news bulletins for Icicle Productions (out of business)

**EXPERIENCE**

Producer – <i>gates and strays</i> (web series, dir. J. Ralston)	2014 to 2015
Co-Producer – <i>The Spinster</i> (award-winning short film, dir. K. Tieche, 2013)	2012 to 2015
Creative Writing Teacher – <b>SafeHouse</b>	2013 to present
Creative Writing Teacher – <b>Women's Resource Center</b>	2011 to 2013
Writer • Community Liaison • Legislative Aide – <b>SF Board of Supervisors</b>	2012
Writer • Media Outreach – <b>Tenants Together</b>	2010 to 2012
Writer • Editor • Event Producer – <b>Various Political Campaigns</b>	2008 to 2009
Writer • Editor • Legal Assistant – <b>San Francisco Law Offices</b>	2007 to 2009
Writer • Assistant Outreach Coordinator – <b>University of California, San Francisco</b>	2004 to 2005
Writer • Producer – <b>Icicle Productions</b> (radio, out of business)	2002 to 2003
Culture Editor – <b>Wired News</b>	1998 to 2000

**EDUCATION**

**Kent State University, Kent, Ohio**

B.A. (French) earned on Honors College merit scholarship and French fellowship