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Experience

Center for News and Design editor | designer: Responsible for high-volume design of daily and weekly newspaper pages for GateHouse Media using InDesign and SAXOTECH Mediaware Center's cloud-based content management system to interface with newsrooms for news and features sections.

Editor: Responsible for production, design, layout and editing of employer, OSHA and EPA workplace guides in conjunction with a legal team producing publication copy; led development of standards for guides after acquisition of line from previous owners.

Vice president of marketing and communications: Responsible for 38-county organization's overall marketing, public relations and communications efforts; supervised staff responsible for publications, graphics and research; used aggressive media efforts to promote membership recruitment of girls and volunteers; implemented plans, policies and procedures; managed budget; wrote and edited copy for publication; launched and oversaw council's social media communications; media relations; effective brand management.

Editor: Overall management of newsroom staff of nine for 4,500 daily/5,500 Sunday GateHouse Media newspaper in Western Illinois; responsible for general reporting, news photography, editorial direction, staff training, hiring, layout and design of news pages; copyediting; served on newspaper's management team.

Communications/program officer: Responsible for overall comprehensive communications program, including external communications with donors, potential donors, clients, grantees and agencies; media relations with radio, television and print reporters and editors; all publication design and layout as well as all writing and editing of copy and digital photography; production of annual reports, newsletters, stationery, programs, brochures, fliers, invitations and letters; printing and production of materials through vendors and negotiation of bids; speechwriting for foundation officers; production of copy and graphics content, design and oversight of three web sites; public speaking at events and meetings; advertising design and placement; marketing and promotion of events and products; writing and distribution of news releases to media.

Managing editor: Responsible for daily newspaper's editorial product; managed, hired and coached reporters, editors, photographers and part-time staff; designed news pages, including total redesign of product in 2001; planned news coverage; wrote stories and columns; took photos; edited copy; planned and produced special sections; oversaw quarter-million-dollar annual budget; planned for capital expenditures; participated as member of company's management team.

Other positions: Also in my career, I have served as: editor and assistant publisher of a weekly newspaper in West Liberty, Iowa; features editor and editorial page editor of a daily Gannett newspaper in Iowa City, Iowa; editor of Popular Communications magazine in New York; news editor of a daily newspaper in Burlington, Iowa; taught continuing education classes on free-lance writing at colleges in Iowa City, Iowa, and West Burlington, Iowa; served as copy desk chief and night editor at a daily Gannett newspaper in New Jersey; and also as reporter and wire editor with a chain of weekly and daily newspapers in suburban Philadelphia, Pa. I also work as a free-lance writer, editor and consultant.

Education

Bachelor of arts: Degree in journalism from School of Communications and Theater.

GateHouse Media Rockford IL | 2013-2014 Austin TX remote | 2015-present

Blue Gavel Press Davenport IA | 2011-2013

Girl Scouts of Eastern Iowa and Western Illinois Rock Island IL | 2008-2011

The Macomb Journal Macomb IL | 2006-2008

Rochester Area Foundation Rochester MN | 2001-2005

Austin Daily Herald Austin MN | 1999-2001

Additional professional experience

Temple University Philadelphia PA

Skills

Software: Adobe InDesign, Photoshop and Acrobat Professional; QuarkXPress; and Microsoft Office programs such as Word, Publisher and Front Page. **Other:** Adept with PCs, Macs; social media expert.