

EXPERIENCE

Drug Store News magazine (biweekly), **Continuing Education** magazine (six times annually), **Business of Beauty** magazine (quarterly), **Retail People** magazine (quarterly), **Careers in Retail Pharmacy** magazine (three times annually), **Drug Store News Show Dailies** (three trade shows annually), **Walgreens Diabetes & You** magazine (quarterly)

Managing editor, Associate Managing Editor, Senior Desk Editor, October 2000 to February 2007
Duties: managed copy desk and art department, ensured magazines' on-time production and enforced writers' deadlines
Proofreading: proofed every page of publications; proofed weekly fax newsletter; proofed and produced *Continuing Education Quarterly*; proofed pages for sister publication, *Retailing Today*; proofed show dailies; proofed custom publishing pieces; proofed online-only special editions

Managing: created book makeup; established page-release deadlines; assigned pages to staff and monitored progress of every story, piece of art and reading stage of every page; acted as editor of op-ed and industry views pages; organized show daily production, from securing all editorial content to establishing and working with off-site printer; acted as primary liaison between magazine and printing plant; tracked writers' deadlines, stories and TKs and moved copy to the desk; edited and produced *Continuing Education* magazine, including retailer-specific editions and copy transfer to cedrugstorenews.com; acted as liaison between magazine and freelancers; coded and track freelance invoices; produced work with *Retailing Today* desk and art department; organized reprints from originals to clients' specifications; organized and produced digital-only editions of various projects; edited and posted stories to drugstorenews.com; fielded staffs' grammar and style questions; implemented new processes resulting in reduction of production costs, such as in-house fractional ad placement

Designing: designed feature, news and category pages; edited layouts; designed tables and graphics; designed special projects for company president; designed invitations and promotional pieces; designed show dailies

Associate Desk Editor, February 1999 to October 2000

Duties: supervised other copy editors and freelancers, copy edited, content edited and proofread magazine; designed pages and art elements; designed special sections and features; designed and copy edited weekly fax newsletter; acted as Web editor; designed, produced and edited show dailies; backed up managing editor in book makeup; acted as liaison between magazine and printing plant

Assistant editor, March 1997 to February 1999

Duties: wrote news and trend stories for news section, category sections and weekly fax newsletter; beats included cosmetics and fragrances, personal and beauty care, over-the-counter medications, general merchandise and generic pharmaceuticals; attended and reported on national industry trade shows and conferences; managed special projects and acted as liaison for freelancers; produced show dailies

Desk editor, October 1995 to March 1997

Duties: copy edited, content edited and proofread magazine, designed pages and art elements; designed and copy edited weekly fax newsletter; assisted executive editor in book makeup; scanned art and sent pages electronically to printer; solicited and monitored art

Food Management magazine (monthly), assistant editor, June 1994 to September 1995, New York

Duties: wrote news, feature and service journalism articles; attended and reported on national industry trade shows and conferences; performed managing editor and production functions; proofed entire magazine; assisted the art director; acted as liaison between New York and Cleveland offices

Columbia Missourian newspaper (daily) reporter, August to December 1993, Columbia, Mo.

Duties: reported and wrote for the business beat; wrote weekly "New Businesses" column; wrote regular front-page stories; edited and designed graphics; wrote news briefs and featurized obituaries

INTERNSHIPS

Electronic Media magazine (weekly), intern reporter, summer 1993

MagazineWeek magazine (weekly), intern reporter, summer 1993

NewsInc, magazine (monthly), intern reporter, summer 1993

EDUCATION

School of Journalism, University of Missouri-Columbia, August 1990 to May 1994

Majors: Magazine Journalism and Textile and Apparel Management, top 10 percent of class, Dean's List, Phi Upsilon Omicron and Gamma Sigma Delta national honor societies

INTERESTS

Prenatal and postnatal yoga teacher, New York Cares disaster relief specialist and team leader, co-op board president

REFERENCES

Readily available upon request