

OBJECTIVE

To apply my skill and experience to the task of clearly and concisely conveying the ideas I am charged to communicate. My goal is: to cut to the heart of any idea with speed and precision, fostering understanding and building consensus; consensus that motivates action on a priority basis, creating a tangible end result.

BUSINESS DEVELOPMENT - MARKETING & SALES SUPPORT

WRITING, DESIGN & DESKTOP PUBLISHING

Newsletters – Flyers – Brochures – Business Reports

PROPOSAL & PRESENTATION DEVELOPMENT

Proposal Draft & Development
Presentation Development, Creation & Production

SALES & ADVERTISING DEVELOPMENT

Product and Sales Information Support
Advertising Draft, Design, Production & Execution

DIGITAL MEDIA & WEBSITE DEVELOPMENT

Website Planning & Content Development
Digital Media Development
Search Engine Optimization & Keyword Development
Website Construction & Setup

PUBLIC RELATIONS & PUBLICITY DEVELOPMENT

Media Relations & Publicity Planning
News Releases & Media Kit Development
Special Event Planning & Material Development

STRATEGIC PLANNING & DEVELOPMENT

Program Planning & Design
Creative Strategy Development
Material Design & Production
Program Coordination & Implementation

CAREER HISTORY

1990 - PRESENT, FREELANCE WRITER & DESIGNER, STILES DESIGN - ISSAQUAH, WA
1989 - 1990, VIDEO EDITOR, EXXON VALDEZ PROJECT, WOODWARD/CLYDE - SEATTLE, WA
1988 - 1989, MARKETING AND ADVERTISING, INSIDE THE SEAHAWKS - KIRKLAND, WA
1987 - 1988, LAYOUT & COMPOSITION, BELLEVUE JOURNAL AMERICAN - BELLEVUE, WA
1982 - 1987, ADVERTISING AGENCY ACCOUNT MANAGEMENT - GREAT FALLS, MT

EDUCATION

Computer Technology Marketing -	Bellevue Community College,	1993-94
Video Production and Scripting -	Bellevue Community College,	1989
Sales and Marketing Management -	Bellevue Community College,	1988
Business Management -	Great Falls Vocational Technical Center,	1985-86
Metals Technology and Electronics -	Northern Montana College,	1980-81

Continuing Personal Studies in: Marketing & Persuasion, Writing, Design and Business Development.

REFERENCES

Available on Request