MATTHEW WILLIAMS

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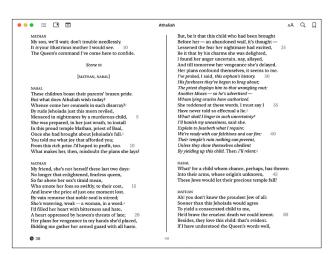




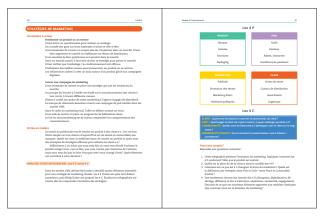
Publishing Experience

click! Publishing Services 2000-NOW

I provide freelance typesetting and book-design services, system support, and development services for my clients. I have managed production of a client's imprint, including augmenting a typeface with more than 400 extended-Latin and phonetic glyphs and developing InDesign templates that are used for the entire list. I have converted books to EPUBs and given Microsoft Word workshops at client sites. I'm comfortable working in both MacOS and Windows and have a vast amount of experience with InDesign; clients frequently consult with me about issues they are unable to resolve. I worked in QuarkXPress for many years, and I occasionally use Illustrator and Photoshop to clean up, repair, or recreate art files supplied by authors. I have copyeditor training and often serve as a second pair of eyes for my clients. I maintain familiarity with The Chicago Manual of Style and have experience with AP Stylebook, The MLA Style Guide, and The SBL Handbook.



A screen capture of the EPUB, *Athaliah*, that I created for Penn State Press using InDesign source files and xML.



I designed and typeset Affaires globales for Georgetown University Press. Most of the projects I work on for Georgetown are language textbooks covering languages using not only the Latin script but also Cyrillic and Arabic.

OSU Department of Optometry 2002-2003

I wrote, edited, designed, and produced a newsletter for the Vision in Preschoolers Study. I developed the study's website, produced promotional and survey pieces, and served as a resource for writing, editing, style, and design questions.

OSU Department of English 1998-2000

I worked in the Computers in Composition and Literature lab designing and producing printed materials. I taught workshops in Microsoft Word and produced a website for the Rhetoric and Composition office.

Learning Design Associates, Inc. 1997-1998

I managed the production department at LDA, a textbook-development company whose clients included Glencoe; Holt, Rinehart and Winston; and McGraw-Hill. I managed two employees and, when I got the chance, I worked on books under production. I administered our Windows and Macintosh computers and managed the contractors who maintained our server and internet architecture.

Prentice Hall Publishing 1993-1997

I divided my time at Prentice Hall among production work on college textbooks, R&D, and maintaining our highly structured electronic production system. I quality-checked designs to ensure that they conformed to house standards and that they would integrate seamlessly with our production processes. When testing new software, I personally moved books through the production system and made recommendations based on the results. I regularly troubleshot the system and implemented fixes. On a yearly basis, I provided recommendations on software and hardware for the staff in my department.

Coding Experience

At Prentice Hall, I maintained our dos-based text-handling system. When we migrated to Windows, I developed an in-depth knowledge of Microsoft Word, including writing complex Visual Basic for Applications macros. I wrote Visual Basic modules and designed the user interface that our staff and freelance copy editors relied on to tag manuscripts quickly and accurately and to convert them into Macintosh ASCII files for our freelance compositors. For my own business, I regularly enhance VBA macros that I wrote to automate much of the process of prepping Word files and to ensure consistency.

I have created and maintain my company website as well as a travel blog using WordPress, and I've built websites using HTML and CSS. I've written small macros in ExtendScript to facilitate some of the more cumbersome steps in the typesetting process.

I am currently enrolled in a 24-week bootcamp in full-stack web development through edX and OSU. The course covers JavaScript (ExtendScript is one flavor), CSS, HTML, Node.js, Express.js, SQL, Figma, Git, and React among other topics.

Education

1997-NOW

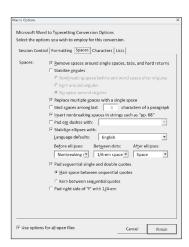
The skills I have using VBA, I learned on my own through research and experimentation. Before I enrolled in a tech bootcamp in web development, I also taught myself the basics of CSS, XML, and HTML. I had been honing my understanding of regex and was just beginning to dabble in ExtendScript for InDesign when I decided to ramp up my coding education.

1998-2000

I earned an MA in English from the The Ohio State University. In addition to my student responsibilities, I taught freshman composition and worked in two English-department offices writing, editing, designing, and producing print- and webbased media.

1986-1990

I earned a BA in English from Youngstown State University. During my four years at YSU, I won several awards for scholarship and writing and graduated *summa cum laude*. For my junior and senior years, I worked as the managing editor for College English Association Publications, where my primary resonsibilities included proofing scholarly articles and laying out four newsletters and three journals each year using Microsoft Word, Aldus PageMaker, and LaTeX.



I created this user interface to customize the processing of Word files based on the needs of the client or project.



In addition to designing, editing, and composing the Neighborhood Services 2008–2009 annual report, I directed the photo shoot that yielded full-page photos of the staff, volunteers, and aid recipients who are featured in the report and on collateral material.

Volunteer experience

2008-NOW

I stepped up to help plan a park in my neighborhood and never quite stopped volunteering outdoors. I've helped the city of Columbus clear invasive species, led volunteer cleanup events, cochaired my neighborhood parks committee, and organized a competition to install five Columbus College of Art and Design student sculptures in a new park. As an outgrowth of that project, I was invited to join the public art committee for Columbus's premiere arts district. When I moved to my current home, I joined the condo association's landscape committee and have spent many hours reclaiming and improving parts of our seven-acre grounds that had gone wild. Through my efforts, the condo board estimates that I've saved the building more than \$150,000. I now chair the committee and focus on budgets and outside contractors.

2007-2013

I was honored to help a friend rebrand Neighborhood Services, Inc., the OSU-area food pantry that she directed. I wrote, edited, designed, and produced annual reports, brochures, corporate-identity materials, advertisements, and program announcements and invitations. I also served as a design consultant on the NSI website.

2009-2012

My neighborhood civic association needed help with communications after the production of our monthly print newsletter collapsed. I formed a committee of residents to build a neighborhood website and develop a new brand for Harrison West. The new site included mechanisms to distribute a monthly email newsletter, send out meeting and event announcements, inform residents about their neighborhood's history and amenities, alert residents to potential neighborhood emergencies, and raise money for neighborhood projects and gatherings.

2001-2008

I designed and produced a newsletter for alumni of and the parents of current students registered at the St. Thomas More Newman Center at OSU. The newsletter was overwhelmingly successful in their fund-raising efforts. I also redesigned the center's brand, including developing editorial and design standards and redesigning all of their corporate identity pieces.

2005-2006

I served on the communications committee of Human Rights Campaign Columbus, where my responsibilities included editing HRC communications and ensuring that they were clear and concise and conformed to house style. I wrote press releases and other print materials and helped out with the design and production of event-specific literature.



A screen shot of the Harrison West website that I helped to redesign.