

JILL STEINBERG

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206.250.3454

SUMMARY OF QUALIFICATIONS

- Demonstrated success as a writer and editor of technical marketing collateral, including presentations, newsletters, web copy, strategic messaging, brochures, case studies, and white papers
- Unique talent for using concise language to convey complex ideas
- Strong researching, interviewing, and reporting skills
- Capacity for high productivity in remote work environments
- Exceptional capacity to handle multiple tasks under tight deadlines
- Knowledge of Windows and Mac operating systems, Microsoft Office Suite, style guides (*Chicago Manual of Style*, *AP Stylebook*, *Microsoft Style for Technical Publications*), HTML and XML editors, web publishing tools, and some graphics programs

WORK EXPERIENCE

Pragmatic Bookshelf 2/08 - present

Developmental Editor (remote contract, part-time)

- Serve as an editor for a publisher of computer-technology books
- Work closely with authors on book elements including story, voice, style, and formatting

Isilon Systems, Seattle, WA

8/08 – 11/09

Technical Writer

- Wrote customer-facing help documentation for hardware and software products
- Edited documentation written by engineers and technical writers
- Reviewed content with engineers and other subject-matter experts to ensure accuracy
- Collaborated with team members on style guidelines and publishing processes
- Used content-management system and web-based tools to format and publish content

O'Reilly & Associates, Inc., Sebastopol, CA

10/03 – 9/08

Copy Editor (remote contract, part-time)

- Copyedited books in the *Missing Manuals* and *Creative* series, working on Facebook, Microsoft, and Wikipedia titles
- Copyedited articles for O'Reilly web sites on a variety of topics including digital media, general consumer, and Java technology

University of Washington, Seattle, WA

9/03 – 9-08

Features Writer (contract, part-time)

- Collaborated with staff from the Department of Psychiatry & Behavioral Sciences on newsletter content
- Researched newsletter topics, reviewed background materials, and prepared interview questions
- Conducted interviews with faculty members, researchers, and physicians
- Wrote feature stories, faculty spotlight pieces, news items, and research summaries

Worktank, Seattle, WA

4/07 – 11/07

Technical Marketing Writer and Editor (contract)

- Wrote customer-facing brochures, presentations, web copy, video scripts, and strategic messaging frameworks for this advertising agency's clients, primarily Microsoft and AT&T
- Wrote articles on behalf of key members of the management team, highlighting industry expertise
- Edited a wide variety of materials written by other writers

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Management Information Tools, Seattle, WA

2/06 – 4/07

Technical Marketing Writer and Editor

- Wrote marketing materials, including how-to articles, case studies, web copy, email newsletters, and press releases
- Edited software documentation, user guides, and other technical content
- Collaborated with graphic designers on advertising pieces and sales collateral
- Managed company web site, building new pages using HTML editors and FTP software

MRM Worldwide, Seattle, WA

3/05 – 2/06

Technical Marketing Writer and Editor (contract)

- Wrote how-to articles, presentations, video scripts, CD-ROM resource kits, brochures, web copy, and ad copy covering new Microsoft products and technology
- Provided technical and developmental editing, copyediting, and proofreading services
- Managed Microsoft Office 2007 web project consisting of 100-plus pages of product content; collaborated with client teams on the pages' messaging and structure

Sakson & Taylor, Seattle, WA

11/00 – 1/02

Content Manager (contracts with Microsoft Corp. and Acadio Corp.)

- Wrote and edited headlines, abstracts, and other copy
- Acquired web site content, ensuring relevance to the company's mission, product base, and audience
- Met with product teams to plan the development of new site areas and features
- Quickly mastered content management systems and XML editors

OTHER ACCOMPLISHMENTS

Editor, *JavaWorld*, IDG, Inc., San Francisco, CA

- Acquired and edited columns, feature stories, and news items for this online programming magazine
- Developed and wrote news articles and a weekly newsletter
- Determined cover stories and collaborated with the production staff on the web site design
- Served as a spokesperson, presenting at trade shows, press conferences, and industry events

Editor and Lecturer, *National Gallery of Art*, Washington, D.C.

- Wrote educational material, including exhibition wall text and lecture handouts
- Edited exhibition catalogs, scholarly journals, and annual reports
- Developed, coordinated, and delivered gallery talks, tours, and auditorium lectures

EDUCATION

- Master of Philosophy, *Stanford University*, Stanford, CA
- Master of Arts, *Williams College*, Williamstown, MA
- Bachelor of Arts, *Brandeis University*, Waltham, MA *Phi Beta Kappa, Summa Cum Laude*
- Semester Abroad, *Syracuse University*, Florence Italy