

# Jenny McGrath

## Writer and Editor

### Contact

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### Skills

Content writing and editing, SEO, proofreading, Microsoft Office, CMS, HTML, Analytics, Adobe CS5 (Photoshop and Illustrator)

### Summary

Wrote and edited articles in a voice specific to a target audience for TV show websites. Assisted in editing technical manuals; business magazines; and legal books, reporters, and online publications. M.A. in Creative Writing, with a focus on nonfiction science writing, from Northwestern University.

### Education

**M.A.**, Creative Writing, Northwestern University, Evanston, IL — June 2012

**Technical Writing Certificate**, DePaul University, Chicago, IL — 2009

**B.A.**, English, University of Michigan, Ann Arbor, MI — 2003

### Experience

**Wetpaint.com**, Seattle, WA

**Editor** July 2010 – Present

Developed, wrote, edited, and aggregated content for fan websites covering seven different television shows; planned the editorial schedule for the sites; analyzed and identified traffic-driving content using analytics and SEO; oversaw freelance writers and assistant editors

**International Code Council**, Country Club Hills, IL

**Staff Editor** January 2010 – June 2010

Edited five 200- to 700-page technical manuals, including the *International Building Code* and *Fire Code*; edited educational materials, such as quizzes and training manuals; edited technical drawings, figures, and graphics

**Imagination Publishing**, Chicago, IL

**Production Assistant** July 2008 – November 2008

Assisted in magazine layouts; created and maintained schedules for several magazines

**Northwestern University**, Evanston, IL

**Program Assistant** September 2006 – July 2007

Edited and formatted print and electronic content for CD of educational exercises; oversaw the use of and payment for copyrighted DRRC materials

**Wolters Kluwer**, Riverwoods, IL

**Production Specialist** January 2005 – April 2006

Coordinated the production and scheduling of publications in both print and online media; processed content for loose-leaf, online, and book products using HTML and XML proprietary software