

## **Rhiannon Nicole Mako**

3008 NW 69<sup>th</sup> St, Oklahoma City, OK 73116  
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### **Education**

Oklahoma State University—Stillwater, Okla., Graduation date: May 3, 2008  
Bachelor of Arts in News-Editorial Journalism, Cum Laude

### **Related Experience**

#### **Publications analyst**

Northrop Grumman Corporation

September 2008 to present  
Oklahoma City, Okla.

- Edit SGML content, structure and graphics of digital publications using Adobe CS6 (Photoshop, Illustrator, Bridge, InDesign), XPP Publisher, Command Publishing Software, Contenta, IsoDraw, UltraEdit and Arbortext
- Follow technical manual specifications, standards and guidelines for document style and structure
- Interface with customer representatives to incorporate change packages into SGML documents on deadline
- Perform quality reviews for tech data change packages supporting digital and paper publications
- Update monthly a Parts Number Database, including editing graphics, hotspots and QA review
- Edit and rewrite business proposals for conciseness, grammar, style and completeness
- Train new employees and customers to use editing software, document style basics and military specifications
- Plan and attend networking events for Connect1NG as a social chair for the OKC location
- At request of the site director, organize, write, edit and design the SETC newsletter, which is used to connect more than 370 employees across 10 job sites

#### **Fact checker, freelance writer**

Oklahoma Today magazine

September 2007 to March 2009  
Oklahoma City, Okla.

- Wrote department and feature stories as assigned by editors
- Researched assigned topics, interviewed sources and crafted stories while meeting deadlines
- Checked stories and event guides for accuracy and verified facts
- Obtained photos to fill editor's art requests

#### **Editor-in-chief**

The Daily O'Collegian, Oklahoma State University

January 2008 to May 2008  
Stillwater, Okla.

- Responsible for daily operations of a student-run newsroom including weekly payroll, attending management meetings, running an editorial board and was a liaison between the paper and community
- Completed final copy and design edits of each page using Adobe InDesign, InCopy and Photoshop
- Responsible for sending digital pages to press nightly using file transport protocol servers
- Posted and formatted website stories on deadline at ocolly.com using Wordpress software, HTML
- Mediated a student strike by working with O'Collegian Web editors and the OSU Student Publications Board to end a dispute, which restored Web content publication

#### **Teaching assistant**

Media Style and Structure, Oklahoma State University

August 2007 to May 2008  
Stillwater, Okla.

- Taught a lab for an entry-level journalism course, which reinforced basic grammar and AP style
- Graded quizzes, lab assignments, semester projects, news stories and explained lessons to students

#### **Managing editor, copy editor**

The Daily O'Collegian, Oklahoma State University

October 2006 to December 2007  
Stillwater, Okla.

- Led weekly writers meetings, created story ideas and assigned writers and photographers to stories
- Actively sought news and feature stories from the OSU and Stillwater communities
- Edited stories for conciseness, Associated Press style and proper grammar
- Interviewed sources in academia for stories written to be understood by everyone

#### **Editorial intern**

Oklahoma Today magazine

May to August 2007  
Oklahoma City, Okla.

- Wrote multiple feature and event stories for two issues of the magazine
- Fact checked and proofread stories, headlines, cutlines and sidebars for the bimonthly publication
- Interviewed sources, submitted stories by deadline while working closely with editors