



Nathan Anton

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Summary

Dynamic content creator with more than three years of experience as a project coordinator and writer at Health Literacy Media (HLM). Highly skilled in plain language writing, editing and project management to deliver clear, impactful print and digital content for diverse audiences. Offers a versatile skill set spanning journalism, content production and education, driven by a passion for empowering others through engaging, audience-centered communication with a bachelor's degree in convergence journalism from the University of Missouri School of Journalism in 2014.

Work experience

Project Coordinator, Health Literacy Media

June 2023 - June 2025

- Coordinated projects using project management systems to sequence, assign and monitor projects
- Lead and facilitated regular meetings to discuss project deliverables, foster creative teamwork and keep projects on track
- Developed new and edit existing health content using health literacy guidelines and plain language principles
- Presented educational content and trainings to professional audiences
- Built relationships with partners and managed their ongoing requests
- Secured \$62,850 in supplemental funding from a client to enhance health-literate content production
- Supervised two employees and conducted their annual employee evaluations

Writer and Editor, Health Literacy Media

February 2022 - June 2025

- Wrote and edited complex health information using plain language strategies
- Researched and tested innovative health communication strategies
- Developed health content for digital and print materials for public and professional audiences, such as:
 - A wall calendar about Medicaid (distributed 10,000 printed copies throughout Missouri)
 - A booklet titled "Tips for dealing with feeling lonely or isolated," which won a 2023 ClearMark award

IT Analyst, Intelliteach

September 2019 - September 2020

- Offered remote software support, including Microsoft Office 365
- Investigated, debugged and troubleshooted software and application issues
- Assisted users with log-on problems, reinstated revoked security and made changes in access privileges
- Wrote technical documents, such as knowledge base articles and guides

Freelance Writer and Editor**September 2016 - September 2019**

- Developed and edited freelance content for clients, such as Anheuser-Busch, the NBA and Sigma-Aldrich
- Produced and sold independent, nonfiction poetry collections in more than 13 locally-owned shops and bookstores throughout the Midwest

Multimedia Reporter, KTRS Radio**August 2015 - September 2016**

- Planned, prepared and produced material for newscast
- Gave live reports on-site from standard and breaking news events
- Edited audio, video and copy for all multimedia platforms
- Produced post-show content for website and social media

News Reporter, Leader Publications**December 2015 - September 2016**

- Wrote and delivered news stories with the reader's perspective in mind
- Researched and verified information to ensure accuracy and credibility
- Met all regular and recurring deadlines
- Created trustworthy relationships with contacts and sources
- Filed Sunshine requests, leading to the resignation of four public figures

Education

Bachelor's degree in convergence journalism
University of Missouri School of Journalism

2014**Certification**

Health Literacy Specialist
Institute for Healthcare Advancement

2023

Ethics and Human Subject Protection
Association of Clinical Research Professionals

2022

Microsoft Office Specialist
Microsoft

2020

Multicultural Certificate
University of Missouri

2014**Key skills****Creative content**

- Writing
 - AP style
 - Plain language
 - Copywriting
 - Creative writing
 - Blogging
- Visual storytelling
 - Videography
 - Photography

Professional

- Problem solving
- Creative thinking
- Strategic innovation
- Attention to detail
- Organization

Microsoft Office 365

- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel
- Microsoft Outlook
- Microsoft Teams
- Microsoft SharePoint
- Microsoft OneNote

Adobe Creative Suite

- Adobe Lightroom
- Adobe Premiere
- Adobe Audition
- Adobe Illustrator
- Adobe InDesign

Project management

- Trello
- Zoho
- Wrike

Online

- Web development
 - Squarespace
 - WordPress
 - Wix
- Canva
- ChatGPT
- Grok