

SKILLS

Editorial: Versatile editing skills including editorial management, developmental/structural editing, and copyediting, with an extensive background in technical and marketing writing/editing plus blogging.

Full-stack web development/coding skills: HTML, CSS, JavaScript, Node.js, Express.js, EJS, PostGres, SQL, Sequelize, MongoDB, Mongoose, React, Python, Django, jQuery, Heroku, WordPress, Wix.

Design & production: 20+ years experience with graphic design tools, particularly Adobe InDesign, including nine years supporting and producing technical documentation for Aldus/Adobe software. Extensive experience with database publishing using InDesign, FileMaker, MS Excel, etc.

Management/leadership: More than six years of experience managing a team of editors and writers while collaborating with design and production teams. Four years project -management experience as a magazine chief editor, managing editor, and auction chair. Seven years of nonprofit board experience.

Other technical: All of the essentials (MS Word, Excel, PowerPoint, Windows, Mac/iOS, networking, desktop hardware, domain management, various cloud services); Adobe software (including InDesign, Photoshop, Acrobat, and Illustrator); FileMaker; various CRMS; e-mail administration (cPanel/GNU Mailman, MailChimp, huge range of email clients); social media (Facebook, Twitter, etc.); and more. Excellent analytical and problem-solving skills.

EXPERIENCE

Tamis Nordling Editorial & Communication Services (consulting & pro bono projects)

Seattle, Washington, 04/2000-present

Editorial & design work: Writing, editing, and/or design of various materials for University Cooperative School (pro bono, 09/2005-06/2014). Editorial and design services for several real-estate brokers (07/2000-present). Misc. design and database publishing projects (07/2000-present).

Email administration: Administered and moderated email services (cPanel/GNU Mailman), including staff accounts, forwarders, and nearly 40 group lists for University Cooperative School. Worked with hosting company to troubleshoot domain-level outages (e.g., blacklisting) and other urgent problems. Worked with community members to solve client-side problems (09/2007-09/2016).

Database/CRM administration: Developed custom CRM for University Cooperative School using FileMaker. Spearheaded multiyear project to reconstruct constituent data (contact info, relationships) on alumni families. Executed custom data migration from FileMaker to Little Green Light after conducting a years-long CRM vetting process (09/2007-09/2016).

Miscellaneous IT: Installed and maintained all ISP and domain-hosting relationships and all hardware/software including DocuSign, Authentisign, and proprietary applications, and provided custom database solutions for a small real-estate business (1997-present). Provided miscellaneous IT for University Cooperative School (pro bono, 09/2007-05/2015).

Nonprofit experience: Chaired auction committee for an event netting >\$40K (University Cooperative School, 07/2005-07/2006); served on or consulted with committee and produced six auction catalogs and other auction materials (pro bono, 10/2007-03/2015). Board member (01/2010-01/2016) and secretary (01/2009-01/2016) of the erstwhile Washington FEAST, a 501(c)(3) organization that provided education and support to individuals and families affected by life-threatening food allergies. Helped coordinate fundraising and special events, provided writing/design services. Helped moderate group list and Facebook group.

Editor, Adobe Magazine

Adobe Systems Incorporated, Seattle, Washington, 01/1997–04/2000

(Position comparable to editor-in-chief.) Directed editorial content of *Adobe Magazine*, an advertising- and subscription-supported magazine on electronic publishing, design, and digital media with an international circulation that reached 1.2 million Adobe end users (including audited domestic circulation of ~800,000). Collaborated with creative staff, marketing departments, and internal/external technical experts to plan editorial content (product roadmaps) based on customer insights and to improve customer experience. Managed workflow, long-range planning, and assignments. Ensured editorial was appropriate for localization into multiple languages; collaborated with overseas colleagues to repurpose content for international print and online editions. Managed two direct reports and dozens of contract workers. Directed editorial end of a redesign involving strategic direction, design, frequency, and circulation (change management). Implemented several process improvements/established best practices for quality control, version control, file-naming standards, and sign-off procedures.

Managing Editor, Adobe Magazine

Adobe Systems Incorporated, 06/1996–01/1997

Tracked and managed all editorial aspects of *Adobe Magazine* to ensure editorial and art-direction work streams supported strict press deadlines. Helped direct editorial content. Supervised technical editor.

Technical Editor, Adobe Magazine

Adobe Systems Incorporated, 08/1994–06/1996

Lead editor for Q&A section, lead and/or backup editor on other stories. Ensured technical accuracy of all Adobe editorial content, reducing errors (we had to publish only one technical correction during my tenure editing 11 issues, each ~100 pages). Participated in a sweeping redesign and rebranding of the magazine when Aldus Corporation and Adobe Systems merged.

Writer/Editor, Aldus TechNotes

Aldus Corporation, Seattle, Washington, 09/1992–08/1994

Managed all aspects of *Aldus TechNotes*, a bimonthly technical bulletin (circulation ~10,000) that covered undocumented features and advanced techniques for Aldus PageMaker, FreeHand, Persuasion, and PhotoStyler. Worked with other departments and subsidiaries to design the product; researched, wrote, laid out, and produced each issue; managed publishing/inventory/distribution with external partners; and set pricing and policies.

Other work experience

Freelance PageMaker conference presenter, Thunder Lizard Productions, Seattle, Washington

Senior Support Technician, Aldus Corporation

Communications Manager, Writer/Editor, American Red Cross Southeastern Pennsylvania Chapter/
Penn-Jersey Blood Services Region

Financial Development Systems Coordinator, American Red Cross SE Pennsylvania Chapter

EDUCATION

General Assembly, Seattle, WA: Web Dev/Software Engineering Immersion program, 11/2018–04/2019

Codecademy, Various online courses on JavaScript, CSS, and HTML, 09/2018–11/2018.

Haverford College, Haverford, Pennsylvania: B.A. with honors in history.



keyword variations: web developer, project management, collaboration, collaborative, collaborate, communicate effectively, leadership skills, written communication skills, resourceful, complex, manage, passionate, flexible, multitask, meet deadlines, responsive, frameworks, CMS, strategy, technical support, content management, web technologies, sites, agile software, user experience, impact, influence, customers, information, Chicago Manual of Style, Associated Press Stylebook.