TAMIS NORDLING

WRITER/EDITOR │ FULL-STACK WEB DEV (FRONT LEANING)

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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/engineering skills: HTML, CSS, JavaScript, Node.js, Express.js, EJS, Post-Gres, SQL, Sequelize, MongoDB, Mongoose, React, Python, Django, jQuery, Heroku, WordPress, Wix. Trained in full stack, but have a particular affinity for front end, CSS, and UX collaboration.

Design & design tech: 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.

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 File-Maker. 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

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

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