

STILLION

7900 236th St. SW #4 • Edmonds, WA 98026

425/673-0263 • martin@stillion.com • www.stillion.com

COMPUTER SKILLS

Word Processing
Layout/Desktop Publishing
Platforms
Other

Expert Microsoft Word user; intermediate proficiency in WordPerfect
 Proficient in QuarkXPress; experienced with PageMaker
 Windows 98, 2000, NT, XP; Macintosh
 Microsoft Excel, PowerPoint, FrontPage; Macromedia Dreamweaver; e-mail programs;
 Web browsers; HTML; XML

OTHER SKILLS

Superb writing, editing and proofreading skills; meticulous attention to detail;
 independent worker; creative troubleshooting/brainstorming abilities

EMPLOYMENT

Communication Coordinator
 World Association for
 Children and Parents
 Renton, Wash.
 Feb. 2003–present

For this international adoption agency, I maintain and edit a Web site (www.wacap.org); write and edit a monthly newsletter, a quarterly magazine and miscellaneous direct mail pieces; write and produce advertisements; edit and coordinate production for all printed materials; handle media inquiries and perform other on-demand tasks too numerous to mention.

Freelance Writer/Editor
 Seattle, Los Angeles
 1992–present

I've crafted prose for Web sites, books, newspapers, newsletters, brochures, reports, handbooks and programs. Clients include MSN.com, Microsoft Press, *Seattle Weekly*, Amazon.com, World Vision, drugstore.com, Group Health, Online Training Solutions, Inc., Seattle Arts & Lectures and the Seattle–King County Department of Public Health.

User Interface Editor
 drugstore.com
 Bellevue, Wash.
 July 1999–Oct. 2000

I wrote and edited a variety of text for this e-commerce company (www.drugstore.com), including health and lifestyle articles, help text, user interface pages and marketing copy. I helped to implement new features and policy changes, making sure they were described clearly and succinctly.

**Editor/Desktop Publishing
 Supervisor**
 Daniel, Mann, Johnson, and
 Mendenhall
 Dec. 1996–June 1999

For this international architecture/engineering/construction management firm, I edited a variety of technical and marketing materials, including proposals, brochures, newsletters, reports, manuals and internal documents. I edited and wrote content for the firm's award-winning Web site (which, unfortunately, no longer exists) and participated in strategic planning and presentations to senior management.

Copy Editor
 Sakson & Taylor Onsite
 Seattle, Wash.
 Feb. 1995–Aug. 1996

As a contractor at Microsoft, I was part of the editorial team for *OnParenting*—an online health and parenting magazine. I edited over 700 full-length medical articles, wrote introductory “teasers” for each article and created interactive quizzes to introduce users to various medical topics. In addition, I wrote our team's style manual and created time-saving macros to automate simple editing tasks. Other duties included troubleshooting and database maintenance.

Associate Editor
Northwest Health magazine
 Group Health Cooperative
 Seattle, Wash.
 June 1991–Feb. 1995

I proofread and copyedited all content for this regional health magazine, which had a circulation of 186,000 and was published by Group Health, one of the country's largest regional HMOs. I also wrote features, departments and short articles on assignment, and won or shared 10 professional awards.

EDUCATION

Bachelor of Arts
 Seattle Pacific University
 Seattle, Wash.
 May 1992

I graduated magna cum laude with a self-designed major in journalism and a minor in music. I earned academic honors every term, was listed in *Who's Who in American Colleges and Universities* and worked 20 to 40 hours a week to pay for it all.

STYLE GUIDES

I am thoroughly familiar with *The Associated Press Stylebook*, *The Chicago Manual of Style* and the *Microsoft Manual of Style for Technical Publications*.

WRITING

World Vision. I've written project proposals for this international relief and development agency (www.worldvision.org).

Response. I write feature stories for Seattle Pacific University's alumni magazine. My work has also appeared at drugstore.com and in *Northwest Health*.

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WORKS EDITED

drugstore.com. If a page tells the user what to do or how to do it, chances are I wrote or edited it.

World Association for Children and Parents. I edited the quarterly newsletter and rewrote the Web site for this child adoption agency (www.wacap.org).

Online Training Solutions, Inc. For this publisher of technical and training books (www.otsiweb.com), I've done freelance copyediting and technical editing on user manuals for Microsoft Project and FrontPage.

Daniel, Mann, Johnson, and Mendenhall. I've edited everything from technical reports to résumés to a Web site for this Los Angeles-based architectural firm.

Microsoft OnParenting. Online parenting magazine for the Microsoft Network.

Northwest Health. Bimonthly Group Health membership magazine.

Seattle Arts & Lectures. Nonprofit association (www.lectures.org) that sponsors lectures by major authors, e.g., William Styron, Annie Dillard, Joan Didion and Dave Barry. I edited programs for each lecture.

"The Health of King County's Children." Special report from the Seattle-King County Department of Public Health.

The Right Track. Complete set of printed materials, including a 14-chapter handbook, for diabetes patient education at Group Health.

WinePress Publishing. Content editing, copyediting and proofing for this book publisher in Enumclaw, Washington.

Northwest Health Media Kit. Guide for potential advertisers.

Northwest View. Quarterly membership magazine for Group Health Northwest, an affiliate of Group Health in eastern Washington.

"Integrating Health Promotion for Seniors into Primary Care." Monograph on a successful program for senior citizens at Group Health.

Violence Prevention Work Group Report. I wrote the rough draft of this major report on youth violence for the Mayor of Seattle.

Miscellaneous Group Health publications. These include various communiqués, handbooks and quarterlies, as well as consumer health brochures on such topics as breast cancer screening, pregnancy classes and transportation services.

Hammers and Nails: The Life and Music of Mark Heard. I did proofreading and discography research for this biography of the late songwriter.

WORLD WIDE WEB

As an amateur Webmaster, I maintain two sites: **The Electric Mandolin Resource Page** (www.emando.com) and **Where Is That Place? The Unofficial Tonio K. Home Page** (www.go.to/toniok).

PROFESSIONAL AWARDS

Washington Press Association
Communicator Awards, 1992

First Place, Caption Writing
Third Place, Science Reporting

Honorable Mention, Feature Writing
Honorable Mention, Headline Writing

Society of Professional Journalists
Western Washington chapter
Excellence in Journalism
Awards

1992: First Place, Headlines & Captions
1993: Third Place, Headlines & Captions
1994: First and Second Place, Headlines & Captions
Third Place, Science & Health News & Features

Washington DOC
(Doctors Ought to Care)

1992: "Kick Butt" award for a story on tobacco counteradvertising