

# STILLION

8027 242nd St. SW • Edmonds, WA 98026

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

## COMPUTER SKILLS

**Word Processing**  
**Layout/Desktop Publishing**  
**Platforms**  
**Other**

Expert Microsoft Office user  
 Proficient in InDesign, QuarkXPress, PageMaker  
 Windows 7, Vista, XP; Macintosh  
 Web design; HTML; XML

## OTHER SKILLS

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

## EMPLOYMENT

**Copy/Social Media Editor**  
 Allyis  
 Kirkland, Wash.  
 May 2006–present

I perform technical editing and copyediting on an editorial team for the Microsoft OEM Partner Center (*oem.microsoft.com*)—a Web site that Microsoft uses for business-to-business communication. I also manage a Twitter channel for the team, which entails daily "tweeting," record-keeping and statistical analysis.

**Communications Coordinator**  
 World Association for  
 Children and Parents  
 Renton, Wash.  
 Feb. 2003–May 2006

For this international adoption agency, I maintained and edited a Web site (*www.wacap.org*); wrote and edited a monthly newsletter, a quarterly magazine and miscellaneous direct mail pieces; wrote and produced advertisements; edited and coordinated production for all printed materials; handled media inquiries and performed other on-demand tasks too numerous to mention.

**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.

**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, Group Health, Online Training Solutions, Inc., Seattle Arts & Lectures and the Seattle–King County Department of Public Health.

**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 in *Northwest Health* and at ChristianityTodayMovies.com.

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## WORKS EDITED

Swedish Cultural Center. I edited the Web site and monthly newsletter for this Seattle-based nonprofit.

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

Online Training Solutions, Inc. For this publisher of technical and training books ([www.otsiweb.com](http://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](http://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 three sites: **The Electric Mandolin Resource Page** ([emando.com](http://emando.com)), the **Seattle Mandolin Orchestra** site ([seattlemandolin.org](http://seattlemandolin.org)) and **Where Is That Place? The Unofficial Tonio K. Home Page** ([bit.ly/toniok](http://bit.ly/toniok)).

## PROFESSIONAL AWARDS

**Washington Press Association**  
Communicator Awards, 1992

First Place, Caption Writing    Honorable Mention, Feature Writing  
Third Place, Science Reporting    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