

judy b.

<http://www.onze productions.com> • jb@onze productions.com • 415 673 4696 • San Francisco, California

WRITING AND COMMUNICATIONS • PROJECT MANAGEMENT

HIGHLIGHTS

- Fifteen years' experience writing and editing for print, Web, and radio; Author of award-winning stories and promo copy
- Thirteen years' experience managing both editorial and other multi-tiered projects
- Can-do, does-do person: Oversees project logistics—including budget, accounting, and cost negotiation
- Efficient with prioritizing: Manages several details, projects, and deadlines at once
- Confident public speaker, live and on-air

RELEVANT EXPERIENCE

Nov. 2009 **KEMA**, Oakland, California

to Jan. 2010 *Marketing Copywriter (contractor)*

Draft and edit brochure and advertising copy • Write corporate video scripts • Create PowerPoint presentations • Assist in development of proposal- and report-writing seminars

June to
Sept. 2009

UNIVERSITY OF CALIFORNIA, SAN FRANCISCO

Intern, Office of Affirmative Action, Equal Opportunity and Diversity

Write brochure copy and internal communications about the university's diversity programs while learning to lead diversity-awareness workshops

Since 2004

SAN FRANCISCO BICYCLE COALITION

Member-Volunteer

Train volunteers; write media collateral

- Train SFBC outreach volunteers and staff SFBC outreach booths • Teach bike safety classes
- Planned and produced award-winning Love on Wheels fundraiser and entertainment event

Since 2005

ONZE PRODUCTIONS, San Francisco

Author and Publisher of the fiction collection, Stories for Airports

Wrote and published book; developed and implemented marketing plan

- Researched printing options; Hired designers; Oversaw design and production
- Explored sales channels, placed book in stores; Set up and continue to manage print, online sales
- Created and continue to maintain website; Created e-book and e-book sales site
- Landed reviews and interviews; Gave readings to support the book, selling copies at each event
- Consistently sold out stock at Books Inc. (Castro); Also popular at Bibliohead and Black Oak Books

2007-2009

LEFT COAST COMMUNICATIONS, San Francisco

Consultant

Composed complete array of award-winning campaign collateral

- Wrote text for website and direct mail piece that won Pollie Awards
- Managed literature production from concept to design and production to distribution
- Managed office; Negotiated vendor contracts; Developed client relationships; Handled accounting

2004-2005

UNIVERSITY OF CALIFORNIA, SAN FRANCISCO

Assistant Program Coordinator

Orchestrated and managed logistics and details of outreach programs and events

- Planned and produced research symposium and recruitment colloquia: Negotiated lodging, conference space, transportation, and catering contracts; Directed logistics; Recruited faculty speakers; Scheduled entertainment; Managed graduate student helpers
- Managed administrative and financial details and logistics of scholarship program for 12 students

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RELEVANT EXPERIENCE (CONTINUED)

- 2002-2003 **ICICLE PRODUCTIONS FOR SIRIUS SATELLITE RADIO** (company went out of business)
Producer
Produced, directed, wrote, and voiced radio spots and programs
- Produced and directed daily 2-hour show: All-American Talk Radio with Peter B. Collins
 - Wrote, edited, and voiced 90-second Environmental News Network spots for CBS Radio Network
- 2001-2002 **TECHTV** (company went out of business)
Copy Editor
Edited five to 10 stories per day; Edited in-house style guide
- 1998-2000 **WIRED NEWS**, San Francisco
Culture Editor
Assigned and edited three to ten stories per day for daily technology news website
- Recruited and retained staff writers and freelancers • Generated story ideas • Developed story packages
 - Drafted content plan and style guide • Managed budget
 - Made numerous radio, TV, and conference appearances speaking on culture and technology
- 1994-present **TEMPORARY OFFICE MANAGEMENT**
- Executive secretary/assistant • Manage and maintain reception, mailroom, and filing
 - General facilities maintenance including office recycling setup and compliance
 - Set up office: • Scout location • Install phones • Negotiate vendor contracts

TRANSFERABLE EXPERIENCE

WRITER-EDITOR (15 years)

Substitute Editor, Environmental News Network (2000-2003)

Calendar Editor, Microsoft's San Francisco Sidewalk (1997-1998; company went out of business)

Freelance Writer, Cleveland Scene, Cleveland Plain Dealer, Akron Beacon Journal (mid 1990s)

OUTREACH AND COMMUNICATIONS (10 years)

Teacher • Tutor • Speaker • Workshop Leader • Panelist • Moderator • Radio Presenter

- Plan, produce, and direct live events – have won a Best of the Bay award
- Compose PR and other media for events and outreach work; write newsletter stories and profiles
- Staff outreach booths • Train outreach volunteers • Teach workshops

LAW OFFICE AND ACCOUNT MANAGEMENT (1.5 years)

Ran phones and office for an attorney: Main point of contact for potential and established clients • Set up accounts in QuickBooks • Managed billing, personnel, payroll and benefits, and general administration

EDUCATION

Kent State University, Kent, Ohio

- Bachelor of Arts (French) earned on Honors Scholarship
- One year of master's work in French, during undergraduate senior year, on fellowship
- One year of post-baccalaureate master's work in journalism, on fellowship

University of Bordeaux, Bordeaux, France

- Junior year abroad, on scholarship