

# William Crane

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## **Objective:**

To obtain employment with a progressive company utilizing my writing/editing skills.

## **Education:**

- BA in Journalism/Mass Communication, Seattle University, Dec. 2006. Cum Laude.

## **Skills:**

- Organized and creative
- Proficient in writing, researching and editing according to preferred style
- High-level of interpersonal communication skills
- Excellent attention to detail and ability to meet deadlines
- High level of knowledge in the following computer programs:
  - Microsoft Office, Access, Excel and Outlook
  - Adobe Photoshop and Adobe InDesign
- High level of knowledge in both digital photography and use of AV equipment

## **Professional Societies & Associations**

- Member, Society of Professional Journalists. 2007-Present.

## **Related Writing and Journalism Experience:**

- Chief Editor, The Red Telephone, Seattle, WA 2008-Present
  - Created, wrote and designed issues for quarterly press publication
  - Interviewed and wrote articles on social issues, politics, avant-garde music/art
  - Managed writers, contributors and artists
  - Communicated and coordinated with vendors, advertisers and printers
- Freelance Writer, Seattle, WA 2002-Present
  - The Skanner Newspaper, Seattle WA. 2008
    - Wrote profile stories on nonprofit companies and relevant social issues
    - Edited articles and scheduled necessary photo shoots
  - The Internationalist, Seattle WA. 2007
    - Conducted interviews with notable political and social leaders
    - Wrote articles which delved into deep social and political issues
  - Husky Digest, Seattle WA. 2007
    - Wrote assigned sports features on prep athletics
  - The Stranger, Seattle WA. 2002-2004
    - Wrote music previews & short articles
- Website and Marketing Copy Writer for Marketsync, Kirkland WA. Sept. 2006-May 2007
  - Wrote website copy that is both engaging and informative
  - Optimized writing for search-engine results (SEO Copy)
- Features Editor for the Spectator (Seattle University), Seattle WA. Sept. 2005-May 2006
  - Proofread, assigned and edited articles for Features section
  - Gave constructive feedback to staff writers
  - Designed weekly page layouts
- Intern for the Capitol Hill Times Newspaper, Seattle WA. Spring 2006
  - Wrote Feature and hard news articles related to the Capitol Hill neighborhood

- Staff Writer for Backfire Magazine, Seattle WA. 2000-2003
  - Wrote feature articles and interviews focused on international underground music scene

**Other Work Experience:**

- Data Processor, Benevon, Seattle WA. May 2007-Present
  - Fulfilling research and data requests
  - Processing and entering data within a tight deadline
  - Maintaining accuracy of database through company-wide audits
  - Providing support and training to fellow staff members in the use of our database
- Operations Coordinator & Website Copy Writer Marketsync, Kirkland WA. Sept. 2006-May 2007
  - Wrote website copy that is both engaging and informative
  - Edited and proofread for content, style and grammar

**References Upon Request**