

John W. Michalak

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- OBJECTIVE** To work in the copywriting, proofreading, and editing industry, providing timely, accurate, and cogent copy across several genres for a wide variety of clientele.
- EDUCATION**
- 5/2008 Gordon-Conwell Theological Seminary Charlotte, NC
Master's Degree
◆ Biblical Studies
- 6/1994 University of Washington Seattle, WA
Bachelor's Degree
◆ English/Writing Emphasis
- WRITING & EDITING EXPERIENCE**
- 5/2002-3/2006 The Cove Church Mooresville, NC
Copywriter
◆ A pro-bono position with this 3,000 member church, providing copywriting services in several areas as needed: press-releases, news articles, website content, event promotion, creative scripts, weekly devotionals, & curriculum development. Served on numerous creative development and planning teams.
- 7/2002-6/2004 Opera Carolina Charlotte, NC
Grant Writer/Technical Writer
◆ Wrote and edited annual grant proposals, bringing in annual revenue over \$760,000. Proposals written for local and state Arts Councils, the National Endowment for the Arts, and multiple local and regional private foundations. Also wrote software procedure manuals to support the management of the fundraising database. Collaborated with the Development & Marketing Directors regularly concerning all areas of communications strategy & vision.
- 7/2001-6/2002 Blackbaud Charleston, SC
Knowledgebase Support Writer/Editor
◆ Updated and edited multiple help desk articles for a call-center software knowledgebase. Provided extensive written technical support and training for clients and served on various customer focus groups and project teams.
- 1/2001 – 5/2001 Raytheon Tucson, AZ
Business Writer/Editor
◆ Contract position, editing business templates for various contract agreements and licenses for the export of military hardware and technical assistance to foreign countries in compliance with specific regulations of the Department of State. Duties also included writing business correspondence supporting said agreements/licenses.
- 6/2000 – 6/2001 Good News Magazine Tucson, AZ
Freelance Feature Writer
◆ Responsible for writing socially relevant feature stories for a Christian monthly magazine with a local readership of approximately 38,000. Addressed such important issues as religious genocide, Alzheimer's disease, the homeless, adult/child mentoring, and school violence. Most assignments were featured as cover stories.

6/2000 - 11/2000 Oser Communications Gp. Tucson, AZ

Associate Editor/Writer

- ◆ Responsible for copy and layout editing of recurring national, mainly technical trade show magazines and two local magazines, one covering statewide gourmet news, features and recipes, the other covering consumer trends for the Tucson affluent.
- ◆ Responsible for researching, interviewing and writing various feature articles for the local publications as assigned by the Publisher and Managing Editor.
- ◆ Responsible for all digital copy and art files received from editorial clientele, including daily reporting to editorial staff and timely delivery to staff art director.

1/2000 - 2/2000 Howard W. Sams Indianapolis, IN

Technical Writer/Editor

- ◆ Contract position through *Entege*, working in the Customer Corrections Module of the Editorial Department, writing and editing "in-work" technical catalogs on proprietary database/editing software. After editing and pagination, catalogs were eventually produced for the customer in printed, cd-rom and online formats.

4/1997 - 1/2000 Christian Educational Services Indianapolis, IN

Magazine Co-Editor

- ◆ Co-editor, writer for both international, monthly newsletter and international, Bi-monthly magazine.

5/1995 - 10/1995 WAVO - Talk Radio Rock Hill, SC

Advertising Copywriter/Editor

- ◆ Responsible for writing & editing on-air advertising copy.