

Company Publication Editor

ALBERT T. SWATHMORE

98 Salina Street
Syracuse, NY 87654
(234) 456-7890

OBJECTIVE

To serve as a house organ editor or technical editor with a manufacturer of electronic equipment or with a technical journal in any area of mechanics.

EXPERIENCE

Three years' experience as publications editor with electronic manufacturers and a trade journal.

1992- present MANAGER OF PRESENTATIONS, **Ultrasonic Instrument, Inc.**, Auburn, New York
Full charge of all written publications, including company newsletter, magazine, proposals, reports, manuals, and scientific articles prepared by engineers and physicists. Direct a staff of 25 editors, writers, and typists. Many proposals cost \$18,000 to \$20,000 to produce, and many contracts involve expenditures in seven figures. Write and edit documents that range in language from highly technical to popular. Supervise in-house desktop publishing using Aldus PageMaker 4.2.

Desire change because parent company, Stavenger, Inc., is selling Ultrasonic.

1991-1992 TECHNICAL WRITER, **Kaspar Cordless Instrument Company**, Utica, New York
Wrote highly technical contract specifications, manuals, and articles requiring authoritative understanding of electronic design. My work attracted the interest of Ultrasonic management, a customer of Kaspar, leading to an offer to join Ultrasonic as manager of presentations.

1989-1991 FEATURE WRITER, **Electronics Illustrated**, New York City
Reported new developments in both electronics and mechanics, interviewing scientists, studying models and blueprints, and corresponding with electronic specialists in all parts of the world.

EDUCATION

Professional training in journalism and engineering.

1989 MASTER OF SCIENCE, **Pulitzer School of Journalism**, Columbia University

1988 BACHELOR OF SCIENCE, ELECTRICAL ENGINEERING, **New York Engineering Institute**

REFERENCES

Will be furnished on request.