

MATT CLICK

Editor and Writer

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Dedicated editor and writer. Creative, deadline-driven, and tech-savvy, with experience working in print and online media of all varieties, and a focus on quality, clarity, and consistency.

SKILLS

- Vast experience with technical documents and specifications.
- Thorough knowledge of HTML and web best practices.
- Well versed in both Chicago and AP writing styles.
- Practiced in optimizing localized text for English audiences.
- Able to create engaging social media content.
- Expert with Microsoft Office application suite.
- Proficient with Adobe Creative Suite.

RELEVANT EXPERIENCE

Parametrix / Publications Specialist

December 2013 – November 2016 | PUYALLUP, WA

- Worked alongside engineering staff to produce thousands of pages of project specifications and technical reports.
- Formatted and compiled large digital and print documents, and thoroughly reviewed for quality and clarity.
- Recognized with multiple Core Value Awards for dedication, efficiency, and positivity.

Microsoft Studios / Editor

April 2013 – November 2013 | REDMOND, WA

- Edited voiceover scripts, user interface copy, and project proposals for high-profile product releases.
- Oversaw conceptualization, writing, proofreading, and quality control processes under tight deadlines.
- Coordinated with multiple teams, including production, development, and localization.

BuddyTV / Editor

March 2011 – April 2013 | SEATTLE, WA

- Coordinated a distributed team of 20 writers.
- Produced branded corporate documents and style guidelines.
- Edited various forms of online content for style and consistency.
- Wrote engaging web copy and social media content.

EDUCATION

Pacific Lutheran University / Bachelor of Arts, English

2006 – 2010 | TACOMA, WA