

Richard N. Block

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EDITORIAL EXPERIENCE

Champion Newspapers, Chino, CA

Reporter/photographer (2005–2007, 2010)

Reported on city government and general assignments, as well as features, sports, and entertainment. Notable stories included the city of Chino's ejection of a woman from the house she had owned for fifty years, the profile of a U.S. Marine who returned from a third tour in Iraq to meet his infant daughter for the first time, and the discovery of 1,100 gallons of napalm-like jelly buried at Chino Airport.

Various clients

Editorial and copywriting consultant (2009–present)

Have edited and proofread marketing materials, Web copy, transcripts of television shows, and full-length works of fiction for corporate and individual clients. Am regularly commended for prompt, thoughtful, thorough, accurate, and accessible work. Have written Web copy for corporate clients using search-engine optimization techniques.

Volt Workforce Solutions, Orange, CA

Proposal writer, National Proposals Department (2008–2009)

Wrote and contributed to business proposals leading to departmental wins on accounts worth more than \$215 million. Led collaboration of up to ten managers and executives, including senior vice presidents. Successfully proposed Volt's products to companies in the pharmaceutical, high-end sporting goods, interior decoration, and information-technology industries.

Gama Publishing, Goleta, CA

Managing editor, The Valley Voice (2002–2005)

Supervised a team of fifteen writers, editors, photographers, and interns. Guided writers on articles from assignment to publication. Edited all copy for accuracy, usage, and clarity. Reported on community news, science, education, government, arts, business, and sports. Edited and maintained the paper's Web site, www.goletavalleyvoice.com. Edited fiction, non-fiction, and reviews as contributing editor for BlueEdge Magazine, a sister publication directed at adventure-sports enthusiasts.

INTERNATIONAL/EDUCATION EXPERIENCE

Ministry of National Education, Rectorate of Nice, France

English-language educational assistant (2007–2008, 2009–2010)

Prepared French-speaking students for oral English portion of *baccalauréat* and *brevet de technicien supérieur* exams (American equivalents: high-school diploma and vocational certificate). Taught academic and professional English; lessons included grammar, vocabulary, and idiom. Led students in multi-week, interdisciplinary projects in English.

SKILLS

- Fluent in French
- Skilled in digital photography and in audiovisual recording and editing
- Computer proficiencies:
 - Windows, Mac OS X and UNIX (Linux, FreeBSD) operating systems
 - Web content management including HTML, CSS, WordPress
 - Microsoft Office, OpenOffice.org, other productivity software
 - Adobe Photoshop and Creative Suite, QuarkXPress, other photo editing and graphics software

EDUCATION

University of California, Santa Barbara

Bachelor of Arts, English, June 2002

Professional Writing minor with Professional Editing emphasis. Publications and awards included film and music reviews for *The Daily Nexus* (2001–2002) and a Pocket Money Creative Writing Award for short fiction (1999).