

# Bill Chapin

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## OVERVIEW

- Media professional with more than nine years experience in the newspaper industry, allowing for development of strong writing, research, proofreading and planning skills.
- Provided information to the public by identifying experts, conducting interviews, analyzing data and writing concise explanations.
- Broad knowledge of the rules of grammar, punctuation, usage and AP Style.
- Able to quickly produce engaging print or online content on deadline, while maintaining focus on readability and accuracy.
- Comfortable managing multiple projects with quick-changing priorities.
- Strong communication skills developed through interacting with newspaper readers and serving as a contact for their questions, comments and criticism.

## EXPERIENCE

- **Contract Writer**, Oakland, CA: Nov. 2010 – present
  - Revised and re-wrote press release and Web copy for start-up Siluria Technologies of San Francisco, utilizing a more casual tone to reach a wider audience.
  - Wrote festival preview for news website Oakland Local.
- **Arts & Entertainment Reporter**, Jackson Citizen Patriot and mlive.com, Jackson, MI: Nov. 2007 – Oct. 2010
  - Wrote news, features, coverage of events and investigative projects
  - Interviewed musicians, actors and artists for profiles and event previews.
  - Included in rotating weekend shift covering accidents and breaking news.
  - Planned weekly entertainment section by creating and updating outline plan for each issue, keeping track of upcoming community events, generating story ideas, and delegating tasks to part-time and freelance writers.
  - Maintained entertainment Web page, contributed daily blog entries and scheduled posts to keep site regularly updated with fresh content.
  - Proofread and edited events calendar; trained clerks to enter information; and developed protocol and reference guides to improve accuracy and consistency.
- **Features Reporter**, Times Herald, Port Huron, MI: June 2001 – Oct. 2007
  - Wrote general and news features on a variety of topics, including arts, entertainment, food, religion, health, education, business and local government.
  - Weekly column offered humorous take on entertainment and pop culture.
  - Represented paper at Gannett Company Inc. conference to address need for attracting younger readers and develop social media strategies.
- **Intern**, Charlotte Observer, Charlotte, NC: March 2000 – June 2000
  - Edited stories and wrote headlines for copy desk.
  - Wrote news and features for entertainment and metro desks.
- **Intern**, Automotive News, Detroit, MI: June 1999 – Sept. 1999
  - Wrote feature stories on issues affecting automotive dealers and suppliers.
  - Did research and wrote captions for commemorative photo issue.

## EDUCATION

- **UC Berkeley Extension**, San Francisco, CA: Sept. 2011 – present
  - Completion of Technical Communication I class expected in November 2011.
- **Northwestern University**, Evanston, IL: Sept. 1997 – June 2001
  - Graduated magna cum laude with BSJ from Medill School of Journalism.
  - Emphasis in newspaper with minor in psychology.

## COMPUTER AND MULTIMEDIA SKILLS

- Proficient in Macintosh and Windows operating systems, Microsoft Office, Adobe Creative Suite, Apple Final Cut Studio and Garage Band, Avid Xpress and QuarkXPress.
- Experience with basic HTML, website design, search-engine optimization and content-management systems, including Wordpress and Moveable Type.
- Completed Gannett Company Inc. training course on techniques for shooting digital video and editing footage into online features.
- Developed, produced and edited podcasts featuring interviews with local musicians.

## AWARDS

- **Michigan Press Association**, second place, features, Class C, 2008. Judges wrote, "With a wonderful economy of words and some wonderful descriptions, writer makes this story matter."
- **Michigan AP Editorial Association**, second place, features, Division II, 2005.
- **Gannett Well Done awards**, runner up, "Moments of Life," fourth quarter 2005.

## WRITING SAMPLES

- **Links to published work:** <http://billchapin.net/writingsamples.html>
- **Archive of all online posts for the Jackson Citizen Patriot:** <http://connect.mlive.com/user/bchapin/posts.html>
- **Personal blog:** <http://billchapin.net/allthecitylights>

## REFERENCES

- **Brian Wheeler**, opinion and features editor, Jackson Citizen Patriot, Jackson, MI, (517) 768-4928, bwheeler@citpat.com.
- **Sara Scott**, associate editor for content, Jackson Citizen Patriot, Jackson, MI, (517) 768-4983, sscott@citpat.com.
- **Reed Dunn**, senior recruitment marketing manager, Alere Wellbeing, Seattle, WA, (810) 300-7218, reed@reeddunn.com.