

# Dawne Brooks

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<http://www.brooksmediaservices.com>

## EDUCATION

San Diego State University, San Diego, Calif.  
B.A. in journalism with a minor in English

## EXPERIENCE

**Freelance editor/writer/graphic designer** Brooks Media Services February 2000 to present

- Regular on-call editor for EditAvenue.com, editing various genres of books, graduate thesis papers, term papers, feature and news articles, resumes, cover letters and more
- Regular book editor for Idea Group publishing, a national company based out of Hershey, Penn.
- Regular contract editor for *Family Digest* magazine, a national publication based out of Danville, Calif.
- Feature article writer for publications and Web sites, including *Downtown Brooklyn Review* and Mom.com
- Freelance graphic designer of various business publications, including brochures, reports, newsletters, fliers & more

**Development editor** Prentice Hall/Merrill/Pearson Education, Columbus, Ohio March 2003 to May 2004

- Edit curriculum and instruction manuscripts for college textbook division
- Work with authors on developing manuscripts, meeting deadlines, and rewriting problem text
- Solicit reviews of manuscripts
- Track books through production process

**Editor** *The Delaware Gazette*, Delaware, Ohio October 2002 to March 2003

- Edit news stories in accordance with AP style
- Assign writing assignments to reporters as needed
- Manage a daily budget of stories to run on Lifestyle, For The Record and People section of newspaper
- Paginate news pages daily, including A1, B1 and secondary pages, using QuarkXPress
- Cover local township meetings and write stories on meeting topics
- Write feature articles on chosen or assigned topics related to Delaware County
- Write briefs on a variety of topics, including health, religion, school functions, local residents and more

**Copy editor/paginator** *North County Times*, Oceanside, Calif. June 1998 to February 2000

- Editing all news stories in accordance with AP style
- Laying out news pages for 100,000 circulation daily newspaper, including A1 and B1, using QuarkXpress

**Managing editor** *Word of Mouth*, Elmhurst, Ill. July 1997 to May 1998

- Complete editing and management of 25,000 circulation monthly magazine
- Writing magazine features and briefs, and compiling calendar listings
- Pagination of magazine pages and some ad design
- Assigning writing to freelancers and hiring interns
- Executing special marketing projects, as well as basic liaison duties between film service provider, prepress and printer

**Editor in chief** *The Daily Aztec*, San Diego, Calif. May 1996 to June 1997

**Assistant arts editor, opinion columnist, city writer** September 1994 to May 1996

- Budgeted and supervised a 100-person staff on a 13,000 circulation daily college newspaper, voted best daily college newspaper in California by the California Intercollegiate Press Association
- Wrote four arts stories per week, edited and proofread section before publication, and developed arts story budget
- Wrote a biweekly opinion column and occasional news and feature stories for the city desk

## SKILLS

- Knowledge of Windows 95/98/2000, Microsoft Word, Publisher, Access, Excel, ClarisWorks, Pagemaker, QuarkXPress, WordPerfect, Adobe Photoshop, Internet, HTML programming language, basic French and Spanish