

# LAUREN M. HIMIAK

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## EDUCATION

### **Milano School of International Affairs, Management, and Urban Policy**

*Studying for Masters in Environmental Policy and Sustainability Management (Current)*

### **State University of New York College at Cortland**

*Bachelor of Arts Professional Writing, Communications; May 2004 (Cum Laude)*

## JOB SKILLS

- Over seven years of experience writing and editing for a variety of media, including online publications, magazine print, radio, and bi-weekly newspaper
- Developed a style guide for an e-learning company that is currently used for all clients and international offices
- Over seven years experience pitching, developing, and executing story ideas
- Expert in conducting and transcribing interviews both in-person and remotely
- Experience in web editing, including posting articles, photos, updating publication sites, and writing basic HTML

## SOFTWARE EXPERIENCE

- Microsoft Office, Adobe Photoshop, InDesign and Dreamweaver, Wordpress CMS

## OTHER SKILLS, EXPERIENCE & ACHIEVEMENTS

- Events Coordinator for VDAY at The New School (current)
- Vice President of the Cortland Writing Association (2002-2004)
- Member of Sigma Tau Delta, National Honorary Writing Association
- Regular radio personality on “Gomez & Dave”, a Syracuse, NY morning show on TK99 (2002-2004)
- Founding member and editor for Cortland's alternative magazine *She Said/She Said*
- Avid camper, hiker, outdoorswoman, and prefers canvas bags over plastic
- A venerable encyclopedia of movie trivia

## PROFESSIONAL EXPERIENCE

### **Guide to National & State Parks**

### **About.com, New York, NY**

*3/19/09 – Current*

Write original content for web.

Code and post articles in CMS.

Manage all social media, including Facebook, blog, and forum.

**Freelance Editor**

**WebMD, New York, NY**

*12/1/10 – 10/19/11*

Edit and give final approval on a variety of new media-based projects including Flash presentations and websites.

**International Volunteer**

**Let Haiti Live, Jacmel, Haiti**

*8/14/11 – 8/30/11*

Worked with a non-profit investing in Haitian-led initiatives that strengthen the people's ability to become more self-sufficient economically, socially and environmentally.

Performed manual labor (construction work) to build classroom walls and improve tree nursery.

Taught English and Art.

**Freelance Writer**

***ADVANCE for Physical Therapy and Rehab Medicine, Merion Publications Inc., King of Prussia, PA***

*10/1/09 - 5/15/10*

Freelance writer of cover stories and features.

**International Volunteer**

**Global Volunteer Network, Uganda, Africa**

*7/1/09 – 9/1/09*

Worked in an AIDS orphanage (House of Hope) in Uganda, Africa teaching Fitness, English, Writing, and Drawing. Also created medical records for 120 children and increased their physical activity through exercise and games.

**Editorial Lead/ Associate Editor**

**WebMD, New York, NY**

*4/15/08 - 6/19/09*

Editorial lead for team of writers, project managers, and client services.

Edit and gave final approval on a variety of new media-based projects including Flash presentations and websites.

**Copy Editor**

**ClearPoint Learning Systems, New York, NY**

*10/15/07 - 4/2/08*

Developer of company style guide.

Lead in quality assurance (QA), editing online tutorials and products.

Liaison between offices in the United States, India, and the United Kingdom.

**Associate Editor**

***ADVANCE for Health Information Specialists, Merion Publications Inc., King of Prussia, PA***

*3/1/06 - 10/1/07*

Writer and editor of cover stories, features, and bi-weekly news.  
Produced and updated online content, including articles and weekly newsletters.  
Assisted with development of editorial calendar.  
Assisted with final magazine layout.  
Worked with graphic designers, photographers, and marketing to design and edit photos for layout.

**Researcher/Staff Writer**

***Baltimore Business Journal, Baltimore, MD***

*7/17/04 -10/10/05*

Writer and editor for specific columns and sections.  
Compiled weekly and annual surveys as researcher.  
Assisted with web editing, including posting of news material and newsletters.  
Assistant in events committee; responsible for coordinating events as well as contests and sweepstakes.

**PORTFOLIO**

To view a selection of my published works, please visit  
<http://laurenhimiak.com>.