

ANNA PEEKSTOK

3223 NE 90th Street, Seattle WA 98115 | 206-948-2546 | apeekstok@comcast.net

STRENGTHS

Twenty years of professional experience at writing, reporting, and editing, including hard news, features, science, medicine, technical writing, and public information in both print and online media. Editing experience also includes book chapters, scientific abstracts, successful grant proposals, and manuscripts.

Strong reporting skills include speed, accuracy, brevity, and clarity.

Cheerful and efficient under deadline pressure.

EMPLOYMENT HISTORY

Dec. 2002-present: **Communication Specialist II**, Community Relations and Communications, King County Department of Transportation, Seattle. Write, edit, and coordinate production of printed materials (including newsletters, fliers, and postcards) informing the general public about county projects such as road and bridge construction and transit service. Write and edit content for web and intranet sites. Redesigned, overhauled, and maintain web and intranet pages, implementing time-saving technologies (ASP, CSS, and SSI). Edit and produce bimonthly employee newsletters. Edit speeches and complex government documents for flow and readability. Design and produce presentations, electronic invitations, maps, fliers, and other materials. Advise project managers and outreach planners on issues relating to public information materials. Work closely with outreach planners to tailor materials to project goals and objectives.

March 2000-Dec. 2002: **Freelance writer/editor, desktop publisher, and web site designer**, Seattle (see below under "Sample freelance experience").

1990-2000: **Public information specialist**, Department of Rehabilitation Medicine, University of Washington, Seattle. Wrote and produced newsletters, brochures, and other materials for health care professionals, patients, and the general public, mostly on topics related to spinal cord and brain injury. Designed, built, and maintained an award-winning web site and department intranet. Edited journal articles, book chapters, and grant proposals for faculty members. Prepared news releases for university publications and local media. Wrote technical support documents for department intranet on topics such as FTP and e-mail attachments.

1989-1990: **Graphic illustrator**, Health Sciences Center for Educational Resources, University of Washington, Seattle. Produced health- and science-related graphics, including charts, poster displays, and slide shows.

1987-1988: **Editor**, *The Enterprise* (weekly newspaper), Lynnwood, Wash. Responsible for all editorial content of three north King County editions of weekly newspaper. Researched and wrote news and feature articles, took photos, and edited pieces by a staff sports writer and occasional material from stringers. Did news layouts each week.

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1987: **Reporter and editor**, *The Tribune* (weekly newspaper), Snohomish, Wash. Started as a reporter for the Snohomish and Everett editions, covering general news and city government, and then became editor of the Everett edition. Researched and wrote news and feature articles, took photos, and edited pieces by a staff sports writer.

SAMPLE FREELANCE AND OTHER EXPERIENCE

Writer: Articles published in *Early Music America* magazine (Summer 2004), *Bark* magazine (spring 2003), *PhotoMedia* magazine (Fall 2002 and Fall 2001), *The Sun* newspaper in Bremerton, Wash. (Sept. 2002)

Technical editor: Hardware and software documentation, Appian Graphics (Aug. 1999)

Publicist: Deigned, wrote, and produced news releases, event fliers, mailers, brochures, display ads, and web sites for clients including nonprofit organizations, performers, and small businesses

Script writer: Contracted to research historic details, develop characters, and write scripts for dramatic scenarios, Camlann Medieval Faire (1987 and 1998)

AWARDS AND HONORS

Outstanding Patient Educator, University of Washington Medical Center, 1998

Western Washington Excellence in Journalism Competition, 1987:

News and Features—Third Place

General News Reporting—Honorable Mention

Phi Beta Kappa, 1980

SOFTWARE

Expertise: Acrobat, BBEdit, FileMaker Pro, FreeHand, HomeSite, HTML and XHTML (hand coding, CSS, SSI), PageMaker, Photoshop, Quark XPress, Web browsers, Word

Working knowledge: Dreamweaver, Excel, Fireworks, InDesign, PowerPoint

Some training and/or experience: Access, ASP, CGI, JavaScript, Unix

EDUCATION

BA in Communications, University of Washington

BA in Art, University of Virginia

Selected work samples may be viewed at www.annapeekstok.com