

HOWIE RICHEY

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Benefit: my strong verbal and technical abilities help your business look good online or on paper, thus raising confidence and increasing sales

SUMMARY

More than 25 years of varied experience in detailed proofreading, editing, and publication . . . 15 years of promotional and educational writing, documentation, and dissemination . . . A lifetime of text-centered analysis . . . High project performance

RELEVANT SKILLS AND EXPERIENCE

Proofreading and Editing

- Accurately checked, edited, and reread hundreds of legal documents during every Texas legislature as well as two Senate history volumes between sessions
- Assembled and edited user and reference manuals and Web publications for a global electronic engineering corporation
- Verified facts, spelling, and diction for educators, novelists, and periodicals
- Efficiently managed huge workload of sensitive printed material despite urgent time frame and erratic, demanding schedule in the Texas Senate

Writing

- Compiled and authored customized procedural manuals that increased co-workers' mastery of interdepartmental routing and production processes
- Posted blog entries, social media content, and reader correspondence
- Researched and submitted fiction and events calendars for publication
- Published novel theme summaries and promotional materials online
- Drafted new legislative measures, proposal outlines, and support documentation

Technological Know-How

- Nimble with MS Office, Adobe Suite, HTML, kompoZer, and Mozilla
- Intimate knowledge of Windows; working familiarity with Linux and Mac O/S
- Maintain own blogs and websites' verbal and graphical content; update hotlinks
- Contribute basic programming expertise and helpful operational dexterity in governmental, commercial, and educational settings

EDUCATION

BA, Geography, UT Austin

BS, Radio-TV-Film, UT Austin

WORK HISTORY

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| Freelance proofreader, editor, writer <i>d.b.a.</i> EveryWordProper | 1996 – present |
| Proofreading team head, Texas Senate (sessions only) | 2005 – 2011 |
| Technical Editor, Motorola Semiconductor Products Sector | 2000 – 2003 |
| Supervisor of Proofreading, Texas Senate | 1986 – 1996 |
| Tour guide, speaker, host <i>d.b.a.</i> Texpert Tours | 1976 – present |
| Radio producer, KUT-FM, Austin (part-time) | 1982 – 2001 |