

KAREN J. MASON

Mason Writing Services

43 Bowen Drive, Belmont, NC 28012

(704) 917-8891

karen@masonwriting.com

GOAL: To contribute writing, editing and organizational skills in a way that improves the effectiveness of information resources

PORTFOLIO: <https://karenmason.journoportfolio.com/>

SUMMARY OF QUALIFICATIONS

- ◇ Knowledgeable writer – more than 20 years successfully producing articles, brochures, and other documents, especially for technology interests
- ◇ Skilled editor – responsible for all stages of the editorial process, from initial editing to final proofreading
- ◇ Award-winning instructor – effectively convey tutorial information to audiences ranging from sixth-grade science students to engineering and business professionals
- ◇ Successful administrator – schedule and deliver both materials and personnel efficiently and on time
- ◇ Ability to learn quickly – skilled at research and integration of knowledge points
- ◇ Proficient with Microsoft Office tools as well as Quark Xpress, Adobe Connect, Salesforce, Joomla, and Smartsheet

CAREER HISTORY

Mason Writing Services, Belmont, North Carolina

Writer and Editor. Self-employed, with clients in public relations, corporate communications, and magazine and book publishing. November 1984-present

- > Wrote and published several hundred articles and documents
- > Topics have included materials science, medical science, telecommunications, integrated circuitry, networking, environmental engineering and test preparation
- > Ensure technical accuracy as editor and proofreader
- > Handled text layout for several magazines
- > During periods of other employment, continued serving clients on a part-time basis

Educational Testing Consultants, Inc., Concord, North Carolina

Director of Instruction, January 2013-October 2014

Director of Administration, July 2010-December 2012

- > Ensured that instructors were assigned and materials delivered for courses at 30 locations, involving 70 instructors and 300 courses per year
- > Recruited, trained and mentored instructors for test prep courses
- > Oversaw project management and editing of new curricula

Lead Instructor, March 2005-July 2010

- > Solo instructor in Columbia, South Carolina during program start-up; successfully managed many facets of the program
- > Trained each new instructor as program expanded
- > Adapted course material to better serve non-native English speakers
- > Wrote course modules about the writing portion of four exams

University of Colorado at Boulder, Boulder, Colorado

Instructor. August 1999-August 2003.

- > Promoted from lecturer to instructor in second year (usually takes several years)
- > Successfully taught reluctant engineering students that they could become proficient writers
- > Developed practical assignments that mimicked the real-world writing tasks for which these students would likely become responsible

Regis University School for Professional Studies, Denver, Colorado

Adjunct Faculty. September 1998-May 2000

- > Focused philosophy courses on broadly useful critical thinking skills
- > Adapted material to suit this evening program for working adults

Edgell Communications (now Advanstar) and **Transmedia Partners**, Denver Colorado

Managing Editor, January 1990-July 1992.

- > Supervised the development and production of several technical trade publications
- > Responsible for assignments to field editors, supervision of assistant editors, writing and editing articles, and coordination with production and art staff

EDUCATION

Master of Arts. Philosophy of Religion, Denver Seminary. Co-valedictorian. June 1997.

Bachelor of Science, Physics, Michigan State University. Graduated with high honors. June 1982.