

# Russell J. Hammond / Writer

Chicago IL

rjhammond528@gmail.com

Portfolio: [rjhammond528.journoportfolio.com](http://rjhammond528.journoportfolio.com)

**SUMMARY:** Detailed and diligent professional writer with extensive experience in feature writing, reporting and editing. Experienced covering a wide variety of industries and topics, including art, business, local government, education, health, diet, music, pets, politics, psychology, publishing, restaurants, school systems, science and sports. Highly skilled at translating complex thoughts and ideas into easy-to-understand language.

## WORK EXPERIENCE

**January 2018 – present**

**Doctorpedia.com** – *current client*

- Source, write and cite medical facts for various multi-media, including lower-thirds for carpal tunnel syndrome, rotator cuff, bariatric surgery, trigeminal neuralgia and hernia, to name a few.
- Research and write optimized, in-depth articles and blog posts for medical conditions such depression, diabetes, sleep health and more.

**March 2018 – present**

**SiteSmart** – *current client*

Create SEO-driven online content for a variety of businesses and services such as security, non-profits, tourism, fire prevention, and more.

**2000 – present**

**Freelance Writer**

- Wrote feature stories and police beat for *The Wheaton Leader*
- Managed eight-page monthly newsletter for the Ellsworth Area Chamber of Commerce, writing and editing more than 25 articles per issue.
- Covered local business and government extensively.
- Clients have included *Canton Observer, Redford Observer, Livonia Observer, The Detroit Free Press, Michigan Hockey* and *The Ellsworth American*.
- Wrote two opinion columns/book reviews per month for *The Redford Connection* newspaper.

**March 2015 – August 2016**

**Paralegal, REO Department**

**Johnson, Blumberg and Associates, Chicago**

- Extensive email and telephone communication with attorneys, title companies, Realtors, property managers, homeowner association presidents and bookkeepers.
- Coordinated and managed real estate closings and transactions, working with Federal National Mortgage Association (FNMA), State of Illinois and Cook County.

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- Skills used: negotiation; interpersonal communication via telephone and email; written and oral communication skills; multi-tasking; crisis management; coordinating; project management; on-the-spot decision-making; working under pressure; problem-solving; analytical; customer service, self-motivated; process-driven.

## **MARCH 2014 – March 2015**

### **Scanner Operator**

#### **Johnson, Blumberg and Associates, Chicago**

- Scanned and uploaded legal documents, including complaints, judgment packages, affidavit of non-military service, affidavit of amount owing, summons and notice of sheriff sale.
- Worked with Complaint, Judgment and Sales department, uploading documents and preparing them distribution to various processing services.

## **NOVEMBER 2011 – FEBRUARY 2014**

### **Real Estate Broker**

- Assisted buyers, sellers and renters with all their housing needs.
- Listed houses, condominiums and apartments for sale.

## **EDUCATION**

Eastern Michigan University, Ypsilanti, MI; B.S. Written Communications

## **AWARDS**

Graduated in top 15 percent of class at Eastern Michigan University; Golden Key National Honor Society member

## **COMPUTER SKILLS**

Microsoft Office (Word, Excel, Outlook), Equator, Perfect Practice, Fast Web, Attorney 1<sup>st</sup>, Black Knight Loan Sphere.