

R. Chris Reeder

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SUMMARY

Self-motivated, deadline-driven professional with 20 years of diverse experience in non-profit and communications sectors. Certified Technical Writer with strong background in content creation and cross-functional collaboration. Proven expertise in editing and proofreading, ensuring high-quality and reliable content. Independent thinker skilled at synthesizing complex data into understandable prose, with a keen attention to detail and a passion for producing well-crafted documents.

WORK EXPERIENCE

Telus Digital

Senior Rater

Mar 2013 - Present

- Evaluate and ensure the accuracy and quality of written and visual content, contributing to maintaining high standards.
- Assess and fact-check AI-generated material, enhancing content reliability and trustworthiness.
- Adapt to rapidly changing specifications and guidelines, demonstrating flexibility and responsiveness in a dynamic environment.

TNS Australia

International Courier

Apr 2008 - Mar 2011

- Delivered proprietary technology to global focus groups, ensuring timely and secure transport across international locations.
- Coordinated complex travel logistics and managed expenses, facilitating seamless international operations and effective cross-cultural communication.

St. Croix Festival Theatre

Artistic Director

Jan 2002 - Oct 2005

- Developed and implemented diverse artistic and educational programs, enhancing the organization's community engagement and cultural offerings.
- Secured funding through successful grant writing to government, corporate, and private foundation sources, while managing and overseeing a seasonal staff.

League of Cincinnati Theatres

Communications Director

Jan 2000 - May 2001

- Directed communications and operations for a non-profit organization, including the creation, publication, and distribution of newsletters and press releases.

EDUCATION

Certified Technical Writer

Madison College

Google Project Management Certificate

Google

Additional coursework, Biology & Zoology

University of Wisconsin-Madison

Bachelor of Arts

Whitman College

SKILLS

Technical Writing • Proposal Writing • Grant Writing • Editing and Proofreading • Microsoft Suite • Google Suite • Research • Organization • Self-motivated • Attention to Detail • Communication • Collaboration • Problem-Solving • Time Management • Project Management • Creativity • Adaptability • Analytical Skills • Teamwork

PORTFOLIO AVAILABLE AT: rchrisreeder.journoportfolio.com