



CONTACT

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chuckgreen.journoportfolio.com



EXPERTISE

Copy Editing

Copywriting

Content/Development Editing

Reporting

Proofreading

Research

Project Management

Associated Press Style

Chicago Manual of Style

Gregg Reference Manual

Microsoft Tech. Manual of Style

AMA Manual of Style

EDUCATION

BACHELOR OF JOURNALISM

University of Nebraska-Lincoln

May 1993

MINORS

Criminal Justice

History

Political Science

Sociology

CHUCK GREEN

EDITOR, COPYWRITER, COMMUNICATOR

PROFILE

Experienced communications professional with a diverse background. I have extensive experience in news reporting, sports writing, copywriting, editing (line, content and substantive), proofreading, corporate and marketing communications, public relations, technical writing, research, proofreading, editorial consulting, speech writing, design and more.

My career has included stops at daily newspapers, monthly magazines, publishing companies, a top-150 law firm, the nation's leading provider of banking software and services, a Big Ten research university, a leading corporate communications company, and a wide range of freelance roles.

PROFESSIONAL EXPERIENCE

COMMUNICATIONS ASSOCIATE

University of Nebraska-Lincoln

Nebraska Center for Research on Children, Youth, Families and Schools (CYFS)

October 2017 – Present

- Develop and execute integrated external and internal communication strategies.
- Collaborate with research faculty and faculty affiliates to gather information about grant-funded projects, then share the information through articles, annual reports, promotional material and press releases across various print and digital platforms.
- Produce content for various other material, including speeches, talking points and various social media outlets.
- Provide original photography (and photo processing/editing) of research activities and personnel, and various research-related conferences and events. Share images via news articles, web and social media, press releases and annual reports.
- Create, update and maintain content on multiple websites.
- Email marketing and social media communication.
- Database management.

EDITOR / CORPORATE JOURNALIST

News Link Inc. — August 2008 – April 2017

- Edited publications for content, grammar, spelling, punctuation, accuracy, clarity, structure, AP and client style, and overall quality.
- Worked closely with corporate journalists to clarify information, research and fact-check.
- Provided feedback and training for corporate journalists.
- Handled corporate communications for various Fortune 500 companies and other businesses, including Class 1 railroads (BNSF, CSX, Union Pacific), food industries (ConAgra Foods and Kellogg's), public housing organizations, construction companies, banks, and other private firms and non-profit organizations.
- Gathered and wrote news stories, features, information graphics, etc., and photographed at various locations throughout the country.
- Wrote, edited and oversaw production of company newsletters, safety booklets, special marketing projects, commemorative editions and more.



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TECHNICAL SKILLS

Adobe Acrobat DC Pro

Adobe InDesign

Adobe Dreamweaver

Microsoft Office Suite

WordPress

Constant Contact

Others

PROFESSIONAL SKILLS

Attention to Detail

Creativity

Reliability

Efficiency

Flexibility

Accountability

Team Leadership

Organization and Planning

Resource Management

CHUCK GREEN

EDITOR, COPYWRITER, COMMUNICATOR

EXPERIENCE CONTINUED

FREELANCE EDITOR, WRITER

Various companies — January 1994 – Present

Freelance copy editor for various publishing companies — Simon & Schuster, iUniverse, AuthorHouse, xLibris and others. Edit book manuscripts (proofreading, light copy editing, content, line and development editing, etc.)

MARKETING COMMUNICATIONS EDITOR / COPYWRITER

Information Technology Inc. (Fiserv) — May 2004 – February 2007

- Researched, wrote and edited product brochures, flyers, release announcements, cover letters, direct mail, reports, white papers, presentations, correspondence, advertising, broadcast and video scripts, and various other pieces.
- Contributed several articles each month for internal and external (client) newsletters.

EDITOR / PROOFREADER

Kutak Rock LLP — September 1999 – March 2004

- Edited and proofread documents generated by the firm's 140 attorneys (and occasionally attorneys from Kutak Rock's 13 other offices nationwide) for grammar, punctuation, spelling, sentence structure, accuracy and firm format.
- Worked with attorneys, word processors and others to ensure accuracy and quality in legal briefs, court filings, bylaws, land deals, correspondence, contracts and various other legal documents.

TECHNICAL WRITER

Kenexa Technologies Inc. — October 2000 – July 2001

- Wrote/edited user guides, training and reference manuals, online Help text and other forms of documentation for one of the country's largest and fastest-growing human capital management companies. The publications documented capabilities and provided instructions for Kenexa's products.
- Wrote and edited proposals, white papers and various other documents.

SPORTS COPY EDITOR

Lincoln Journal Star newspaper — September 1995 – July 1999

- Edited stories, designed pages and sports sections for Nebraska's second-largest daily newspaper. Also wrote stories and supervised other projects (e.g., books, special supplements, souvenir editions, etc.).

EDITOR-IN-CHIEF

Nebraska Sports Magazine — September 1994 – September 1995

- Editor of a monthly, four-color magazine with a circulation of about 30,000. Hired, managed and coordinated a staff of about two-dozen writers, photographers and designers, assigning stories and photos, helped design each issue and managed editorial calendars and other tasks.
- Wrote and edited stories, and proofread each issue.



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