

# Michael A. Shipley

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Portfolios:

[www.mship.journoportfolio.com](http://www.mship.journoportfolio.com)

[https://vimeo.com/83209665?s](https://vimeo.com/83209665?s_hare=copu)

[hare=copu](#)

shipley9@gmail.com

(951) 605-0950

Riverside, CA

- *Outstanding administrative, organizational, and interpersonal skills*
- *Founder and director of small businesses and non-profit initiatives*
- *20 years of professional experience as a writer, editor, and translator*
- *Combines creativity with compassion, public outreach with personal integrity*
- *Self-motivated; works equally well in a team or individually*
- *Punctual, honest, reliable*

## EXPERIENCE

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### **FREELANCE JOURNALIST, EDITOR, COPYWRITER**

**Moscow, Russia**

*June 2006 - Present*

#### **AND RUSSIAN-ENGLISH TRANSLATOR (REMOTE)**

Higher School Of Economics, IMEDIA, Altair Capital, The Moscow Times, and dozens of other corporate and individual clients

- As a **journalist**, I drew on my many years of experience in Russia to write human interest articles for both Russian and U.S. publications. Learned to interview subjects, research, edit, and submit on deadline.
- As a **Russian-English translator**, I produced the English version of Russian articles on geopolitics and social issues for a very wide range of governmental, corporate and private organizations. Produced more than 10,000 pages of published translations.
- As an **editor**, I proofread and corrected numerous documents for public and private organizations. I translated and edited the book *Adventures in Venture Capital* (<https://www.amazon.com/Adventures-Venture-Capital-Practical-Unicorns/dp/195695550X>) and edited the 350-page English-language academic volume, *Global Governance in Transformation* (<https://link.springer.com/book/10.1007/978-3-030-23092-0>).
- As a **copywriter**, I transformed dull, unimaginative copy into tight, persuasive prose. Brought flair and force to every page and project.

### **NATIONAL TREASURER of non-profit organization**

**Moscow, Russia**

*2011-2013*

- Supervised every aspect of a national fund consisting of voluntary contributions from hundreds of individuals. Developed detailed budgets, analyzed trends, produced financial reports for management review, maintained communications with local and regional treasurers, and worked to raise awareness among the organization's wider membership. Absolute integrity and transparency were central to every task.

### **STUDY ABROAD BUSINESS FOUNDER AND MANAGER**

**Chita, Russia & Riverside, CA**

English International

*1997 - 2005*

- Founded and managed all aspects of a tourism-for-education business sending Russian school students to UC Riverside's International Education Program for short and long-term language study.
- Personally handled all of the many tasks normally accomplished by a small travel agency: visa application process; complex international travel arrangements; communication with parents, students and UCR IEP staff members, accompanying students throughout their travel and stay in Riverside, interacting with homestay families, etc.

- This job required extensive organizational, public outreach, marketing, communication, administrative, and financial management skills, as well as the ability to function in two different cultures and languages simultaneously.

**INDOOR CHILDREN’S PLAY CENTER PROJECT  
INITIATOR & COORDINATOR**

**Chita, Russia & Riverside, CA**  
*1996-2004*

- Staged effective PR campaign to secure a \$47,000 charitable grant from Rotary International to build a large, indoor children’s play center in Chita, Russia to address the tremendous lack of safe and clean play areas for children in that city.
- Met with prominent Russian businesspeople and community leaders, including the mayor, to secure premises to house the play center at no cost. Devoted eight years to completing the project, overcoming countless logistical and other obstacles along the way. Even now, this play center continues to serve underprivileged children.

**TV & RADIO PROGRAM CREATOR, SCRIPTWRITER,  
AND CO-HOST**

**Chita, Russia**  
*November 1997 - October 1998*

Altes Television; Popular Radio

- Conceptualized, scripted and co-hosted entertaining TV and radio programs for Russian-speaking audiences. Produced the TV show *The English Factory* in which my Russian wife and I taught English through humorous skits. We also produced the radio show *A Look from Inside* in which we translated English pop songs into Russian and provided interesting biographical information about the performers (pre-Internet.) Consistently met ongoing production deadlines.

**CO-FOUNDER, MANAGER OF DISTRIBUTION**

**St. Petersburg, Russia**  
*October 1992 - February 1995*

Unity Publishing Trust

- Instrumental in bringing together an international team to found a publishing trust that grew to have operations in St. Petersburg and Moscow.
- Organized a warehousing and distribution system serving countries across 11 time zones.
- Implemented difficult projects without supervision. All work required both tenacity and flexibility, given the chaotic nature of Russia’s infrastructure after the collapse of the Soviet Union. Having started this job with little knowledge of Russia or Russian, it was a “sink or swim” experience from which I learned not only the language, but the way to get things done in a completely different culture and system.

**TECHNICAL WRITER**

**Los Angeles, CA**  
*1989-1991*

Art & Technology, maker of theme park special effects

- Produced written descriptions of theme park rides and effects for the industrial bidding process. Transformed technical information into engaging, visually-focused text designed to pique the interest of potential clients. Met ongoing deadlines and edited final copy in communication with technicians and management.
- Company founder, a former Disney special effects expert, died in 1991 and the company closed soon after.

**ADMINISTRATIVE ASSISTANT**

**Los Angeles, CA**  
*March 1988 - May 1989*

Constitutional Rights Foundation

- Composed and edited correspondence between the non-profit Constitutional Rights Foundation and sponsoring organizations and individuals.

**EDUCATION**

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**BACHELOR OF FINE ARTS IN FILMIC WRITING (SCREENWRITING)**

*Jun 1987*

University of Southern California / School Of Cinema-Television, Los Angeles

**Awards & Honors**

- Honors student; recipient of the Bank of America Award and USC Presidential Scholarship
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## **PERSONAL**

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- Married, with two adult children.
- Avid cyclist and swimmer. In excellent health; almost never ill.

## **ADDITIONAL INFORMATION**

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Writing samples and letters of recommendation available upon request.