

Wm. Bullion

Creative Resource • Wordsmith • Collaborator

Summary of qualifications

- Experienced proofreader, editor, copywriter
- Project manager, program developer, event producer
- Bilingual

Professional experience

1996 – Present Freelance Chicago, IL

Writer / Proofreader / Consultant / Editor

Major Agencies / Clients:

Hamilton Communications 2011–Ongoing

- Head of Editorial department of pharmaceutical-industry advertising firm, onsite; responsible for all aspects of editorial quality control: proofreading (bilingual), referencing, electronic submission, FDA/legal compliance; also copywriter for several campaigns.

Pivot Design 2013–Ongoing

- Freelance copywriter, proofreader and editor for mainly pharmaceutical-industry advertising firm. Proofreading, referencing, electronic submission; copywriter for several campaigns.

Hinda Incentives 2011

- Developed, wrote and edited copy for online incentive catalog company. Regular schedule, off-site.

Schawk Retail Marketing 2011

- Full-time contract proofreader for weekly Sears, Kmart and True Value preprint catalogs. High volume, tight deadlines.

Network Publishing Partners 2005–2011

- Independent editorial contractor; managed major projects developing books for major educational publisher, Scott Foresman/Pearson. Executed copyediting, proofreading, fact checking, translating, educational writing, etc. Supervised numerous sub-contractors to meet tight deadlines and budgets.

Gaston Advertising 2003–2005

- Freelance copywriter and proofreader for retail and B2B clients. Preprint catalogs, ads, websites and full campaigns.

Proof Positive/Farrowlyne Assoc. 2001–2003

- Coordinated editorial team and resources in execution of diverse educational publishing projects for major publishing clients. Executed copyediting, proofreading, fact checking, translating assignments.

Other Agencies / Clients:

InTouch Solutions, Corbett/Accel, DDB, Leo Burnett (Arc), Jacobs & Clevenger, JC Whitney, McGraw-Hill, Walter Latham, Field Museum, Morgan Stanley, Tighe Publishing, Shakespeare Squared, Valtera, Frequency 540, RSV Partners et al. Copywriting, proofreading, editorial, translation, producing.

1993 – 1996 Museum of Science and Industry Chicago, IL

Exhibit Experience Developer

- Wrote, developed and executed live science demonstrations and the world-famous interactive tours of the “Coal Mine,” “Pioneer Zephyr” and “U-505 Submarine” exhibits.
- Developed and executed several other visitor-interactive exhibits and performance programs, including the permanent “Auto Impact” exhibit.
- Accomplishments also include writing for permanent and temporary exhibit labels, marketing programs and public relations, both in English and in Spanish.
- Devised and implemented training programs for interactive staff.

1989 – 1993 Citibank Chicago, IL

Marketing Assistant

- Coordinated, wrote and produced corporate communications (print and electronic) as well as customer-visible advertising and promotional pieces.
- Responsible for all Spanish-language copy approvals, as well as execution and translation of bilingual materials.

1988 – 2008 Sliced Bread Productions Chicago, IL

Executive Director

- Founder and Director of not-for-profit theater company. Direct all aspects of play production, public relations, advertising, fundraising, etc. Responsible for full-scale production of 20 projects.

Education

1980 – 1984 UCLA Los Angeles, CA

BA in Theater

- Concentration on Directing and Playwriting

1976 – 1980 Evanston Township High School Evanston, IL

High School Diploma

- Advanced Placement courses in English, Spanish and Biology

Proficient in AMA, CMS, APA and AP styles.

Fluent in Spanish; read, write, speak and translate.

Proficient in Macintosh and Windows platforms; able to work in Adobe Acrobat Pro, MS Word, MS Excel, PowerPoint, Web browsers, InDesign, QuarkXPress and other software applications.

Sense of humor on demand.