



KAREN L. LEW

“All the Write Stuff”

Award-winning communicator with significant experience and expertise in writing, editing, and producing printed materials. Displays high degree of accuracy and accountability. Consistently meets deadlines and budget restrictions while producing high-quality products.

EXPERIENCE

- write and edit technical and nontechnical materials for the Division of Refuge Planning and Policy for the Alaska Region of the U.S. Fish and Wildlife Service — February 2003–present, technical writer/editor, Anchorage, Alaska
- wrote and edited technical, nontechnical, and scholarly materials, coordinated publication design and production, and did desktop publishing — April 2000–2003, freelance writer/editor, Eagle River/Anchorage, Alaska; major clients included Alaska Department of Fish & Game, Indiana University Press, *Alaska Airlines* magazine, Rohrer Bear Camp
- handled logistical arrangements for public-process meetings; writing and editing of planning proposals and reports; and all public outreach tasks for Kodiak Archipelago and Kenai Peninsula bear-management planning processes — June 2000–May 2001 project assistant, Division of Wildlife Conservation, Alaska Department of Fish and Game, Anchorage, Alaska
- wrote and edited technical, nontechnical, and scholarly materials, coordinated publication design and production, and did desktop publishing — August 1999–April 2000, freelance writer/editor, Oakland, California; major clients included Science and Engineering Associates, Indiana University Press, San Francisco Lyric Opera
- planned and managed (including budgets, schedules, and negotiating assignments and responsibilities) complex documentation projects for the Yucca Mountain Site Characterization Project (YMP) and for the Environmental Protection Department, including complex technical reports, scholarly journal articles, and professional conference papers; handled organizing, writing, editing, and managing production of print and CD-ROM products — June 1996 to August 1999, contract senior technical editor/writer, Technical Information Department, Lawrence Livermore National Laboratory, Livermore, California
- wrote and edited technical proposals, presentations, start-up plans for and other materials relating to successful international telecommunications projects; coordinated English text technical editing with foreign-language technical editors; worked directly with radio frequency and fixed system engineers as authors, marketing staff, human resources personnel, information technology specialists, and administrators; coordinated work with graphic artists, other editors, and page layout specialists (compositors);



wrote and produced *GSM Cellular Basics* training text; wrote, edited, and produced award-winning document, writing, and country-specific style guides — 1993–1996, contract technical writer/editor, AirTouch International, Walnut Creek, California

- wrote, edited, and coordinated publication of seven computer manuals/guides for alternative keyboard and related hardware and software — 1992–1993, project coordinator, Marketing and Publications, IntelliTools, Inc., Richmond, California
- wrote, edited, and desktop published two newsletters and a variety of small-press materials; wrote, edited, and produced award-winning multi-lingual software catalogue; edited three books — 1991–1992, freelance, Massachusetts and California
- wrote, edited, and managed production of several books and instructional documents plus a four-color monthly magazine — 1990, information officer, Publications Branch supervisor, Arizona Game & Fish Department, Phoenix, Arizona
- researched, wrote, and edited educational and visitor-center exhibit materials, including interactive computer online visitor guides — 1985–1986, freelance writer/editor, Anchorage, Alaska; major clients included Alaska Department of Fish & Game, National Park Service, USDA Forest Service
- researched, wrote, edited, and managed production of books, brochures, pamphlets, articles, press releases, complete media campaigns, and other public information/education materials; interacted with local, state, and federal governmental agencies, with educational organizations and institutions, and with print and broadcast media; was responsible for all public information for Alaska Department of Fish & Game for Southcentral Alaska — 1979–1985, information officer and publications specialist, Alaska Departments of Natural Resources and of Fish & Game, Anchorage, Alaska
- taught composition as adjunct lecturer — 1982, Anchorage Community College, Anchorage, Alaska
- edited award-winning statewide quarterly newsletter; designed, wrote, and produced other educational and informational materials; coordinated with artists, photographers, lithographers, and printers — 1979–1981, Alaska State Council on the Arts
- wrote award-winning columns and feature articles for *Alaskafest* (in-flight magazine of Alaska Airlines) — 1978–1982

Information regarding employment prior to 1978 available upon request



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COMPUTER SKILLS • **Software:** Microsoft Word, Adobe PageMaker, Microsoft PowerPoint, Microsoft Excel, FrameMaker, Adobe Acrobat, EndNote, MacLink Plus, and QuarkXPress for Macintosh; Microsoft Word, Adobe PageMaker, Microsoft Excel, Microsoft PowerPoint, EndNote, and Adobe Acrobat for IBM Windows

Hardware: Apple Macintosh, IBM with Windows

OTHER SKILLS • page layout; production coordination; project management; compositing; photography (own 35mm SLR camera)

EDUCATION • San Francisco State College 1960–1961; El Camino College 1966; University of California, Los Angeles, 1967; University of Alaska Anchorage, 1971–1976; Sheldon Jackson College 1979; Anchorage Community College 1980–1982; John F. Kennedy University B.A. (*magna cum laude*) 1996; California Institute of Integral Studies 1996–1997; Alaska Pacific University beginning Fall 2001. Emphasis on English, language, journalism, philosophy, religious studies, and Alaska studies

• additional training via various writers' symposia and seminars

MEMBERSHIPS • Alaska Press Women since 1971; Arizona Press Women 1990; National Federation of Press Women since 1971; Society for Technical Communication since 1993; Public Relations Society of America 1978–1985; Alaska Press Club 1974–1978

HONORS • Since 1971, I have received more than 125 state, national, and international awards for my communications skills in all media; in 1972, I was selected among the top ten National Federation of Press Women (NFPW) writers in the United States; in 1982, I was selected top writer for Alaska Press Women (APW); in 1985, I again was selected top writer for APW and tied for third place as top writer with NFPW. In 1995, I garnered awards for a style guide in state and international competition of the Society of Technical Communication (STC). A technical report for which I was lead editor and project manager won a state award in the 1998 STC competition.

Full listing of state, national, and international awards available upon request, or see http://www.KarenLLew.com/KLLew_awards.pdf (42 K).

ADDITIONAL • have taught classes and led seminars in writing, editing, religious studies, and philosophy for many years

• am listed in *Who's Who in American Women*, 1982–1989; *Who's Who in the West*, 1983–1987; and *Two Thousand Notable Americans*, 1984–1987