

# Jennifer A. Chua

4103 Cornish Drive • Tallahassee, FL 32303 • (850)562-0165 • [jenchua@gmail.com](mailto:jenchua@gmail.com)

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## Professional Experience

### Ron Sachs Communications

**Account Executive** – August 2004 to Present

- Write and edit information for press conferences including press releases, speaker remarks and collateral materials
- Edit all incoming documents from clients to be reproduced
- Develop content for client websites
- Work with press to have story ideas published
- Responsible for updating client websites as needed

### Information Builders, Inc.

**Production / Technical Editor** – October 2002 to August 2004

- Worked with writers and project managers to support documentation development process
- Copy edited online and print documentation of technical manuals
- Created and edited indexes for technical documentation
- Developed, maintained, and interpreted style standards and procedures
- Created and maintained project plans for editorial and production tasks
- Trained staff on proper style standards
- Coordinated development of information standards within department and company
- Performed final quality check of print and online documentation
- Problem-solving related to electronic publishing tools in the Windows environment
- Created and managed PDF files for online distribution
- Trained staff on production procedures and electronic publishing tools
- Supported staff with implementing custom documentation templates

### Firefighter Ministries, Inc.

**Freelance Editor** – November 2003 to Present

- Copy edit articles for online publication
- Work with president to improve website content and style

### The Light Millennium, Inc.

**Freelance Editor** – Summer 2002

- Copy edited articles and stories translated from Turkish to English
- Worked with founder to maintain consistency of articles

### Lebhar Friedman, Inc. – *DSN Retailing Today*

**Associate Editor** – July 2000 to July 2001

- Managed and edited retail stories for grammar, AP style, biases, and holes in coverage for weekly trade publication
- Managed publication pages in QuarkXPress, including inserting articles and writing headlines and captions
- Produced weekly newsletter
- Researched and developed articles for bi-weekly magazine
- Continuously wrote and maintained editorial content for company website on a daily basis
- Conducted interviews with product specialists
- Attended trade shows and conferences
- Wrote short informational briefs for newsletter and magazine

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## Professional Experience

### Pages by LaTorre

**Freelance Editor / Writer** – November 1999 to October 2002

- Wrote and edited content for advertisements
- Wrote informative text for website content
- Developed website content ideas for client
- Maintained relationships with clients for on-going improvement to sites

### Gorilla Systems Corporation

**Technical Writer / Editor** – October 1999 to May 2000

- Edited content for children's learning software
- Technical writing of a localization kit for software translated into various languages
- Worked with animators to synchronize software graphics with dialogue
- Associate Producer for video game production
- Wrote and edited video game dialogue
- Researched video game story line ideas
- Collaborated with producers on video game plot development

### Rowland Publishing – Tallahassee Magazine

**Freelancer** – Paid position beginning October 1998

- Participated in the production process of magazine, books, and pamphlets
- Scanned photographs for advertisements, books, and magazine articles
- Retouched photographs using Adobe Photoshop

**Editorial Intern** – Fall 1998

- Assisted in laying the groundwork for a literary magazine for college students
- Proofed editorial and ad copy
- Wrote articles for magazine about the community
- Interviewed members of the community for articles
- Wrote short informational briefs for magazine
- Performed light clerical work

## Computer Skills

Platforms: PC and Macintosh

Microsoft Products: Windows, Excel, FrontPage, PowerPoint, Publisher, and Word

Software: Adobe FrameMaker, Adobe PhotoShop, Quark Xpress, and WebWorks Publisher

Programming Language: HTML

Type 65+ wpm.

## Manuals of Style

Microsoft Manual of Style for Technical Publications, Associated Press Style Manual, Chicago Manual of Style, MLA style

## Publications

*DSN Retailing Today* (retail trade magazine)

*Offerings* (poetry journal)

*FView* (college newspaper)

*Tallahassee Magazine*

## Education

Florida State University, Tallahassee, FL

Bachelor of Arts in English, August 1999

New York University, New York, NY

Fundamentals of Copyediting, Fall 2002

*References and writing samples available upon request*

