

Douglas McIntyre

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- Objective** An editorial internship with a publishing company involving copy editing, layout, and production.
- Education** **Master of Arts in Professional Writing**, *expected December 2009*
Carnegie Mellon University
Relevant courses: Publishing in the Information Age, History of the Book and Printing, Grammar, Style, Process of Reading and Writing, Communication Design Fundamentals, Document Design
Bachelor of Arts in Linguistics, minor in Journalism, *May 2008*
Montclair State University Final GPA: 3.5
Relevant courses: Editing, Structure of American English, Morphology, Syntax, Semantics, Language and Society, Language and Culture, Language and Gender, History of the English Language
- Skills** **Operating Systems:** Windows 2000, XP, and Vista and Mac OS
Adobe Creative Suite: InDesign, Illustrator, and Photoshop
Microsoft Office: Word, Excel, PowerPoint, Publisher, Outlook
Other Programs: Quicken, Meeting Maker, Mozilla Thunderbird
Languages: Spanish
- Editorial Experience** **Copy Manager**, *Spring 2009-present*
The Tartan, Carnegie Mellon University's student newspaper
Chief Copy Editor, *Fall 2006-Spring 2008*
The Montclarion, Montclair State University's student newspaper
- Supervised a staff of three copy editors
 - Edited 24- to 32-page weekly newspaper
 - Introduced traditional copy editing symbols to layout staff
- Copy Editor**, *Fall 2007-Summer 2008*
La Campana, Montclair State University's yearbook
- Served as the sole copy editor for the entire 80-page yearbook
 - Drafted a style guide for future editions
- Editorial Internship**, *Summer 2007*
Northern Virginia Magazine, a regional interest publication
- Leadership Roles** **Supervisor**, *Fall 2008-present*
University Center Information Desk, Carnegie Mellon University
Clerk, Fall 2008-present
Graduate Student Assembly, Carnegie Mellon University
Executive Secretary, *Fall 2007-Spring 2008*
Student Government Association, Inc., Montclair State University
- Supervised a clerk, accountable for 30 legislators and 100 student organizations
 - Responsible for designing a bi-weekly newsletter that ran in *The Montclarion*