

DAVID GAWKOWSKI  
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## OBJECTIVE

To work as a writer and editor on a creative team for an innovative company

## EDUCATION

Bachelor of Arts;  
History Major, English Minor  
Occidental College,  
Los Angeles, CA 1993-1997

## STRENGTHS

- Excellent communication skills
- Ability to interact with professionals at all levels
- Strong analytical, critical, and interpretive problem solving skills
- Ability to multi-task under tight deadlines
- Self-motivated and eager to achieve goals

## COMPUTER SKILLS

Type 65 WPM  
Proficient in Mac, PC, Quark,  
HTML, Excel, InDesign,  
PowerPoint, Adobe Acrobat

## PROFESSIONAL EXPERIENCE

### **Associate Editor**

September 2002 - Present

Traveling Times, Inc., Valencia, CA

- Researching and writing 5 to 7 syndicated travel event articles per month for various travel publications
- Coordinating story ideas with freelance writers and photographers
- Designing pagination and collaborating with designers on layout for magazines and newsletters
- Writing promotional copy for cruise lines, tour companies and travel agencies worldwide
- Clients include Walt Disney Parks & Resorts, Universal Studios and Virgin Vacations

### **Freelance Writer**

March 2002 - September 2002

McGraw-Hill's California Construction Link Magazine, Monrovia, CA

- Researched and wrote various stories for a local trade magazine focused on construction

### **Senior Editor**

February 2000 - November 2001

Los Angeles Family Magazine, Los Angeles, CA

- Feature story writer/creator of Calendar section
- Editor and proofreader of all incoming editorial content
- Designed magazine's pagination and layout structure
- Worked closely with photographers and freelance writers
- Obtained celebrity covers and conducted interviews

### **Agent Assistant**

January 1998 - October 1999

Paradigm, A Talent and Literary Agency, New York, NY

- Evaluated and provided coverage on submitted manuscripts
- Organized interview requests and schedules for high profile actors
- Cut demo reels and supervised client contract renewals

### **Sports Editor**

August 1995 - May 1997

Occidental College, Los Angeles, CA

- Editor and contributor to the college's weekly newspapers

Work samples available at [www.davegawkowski.com](http://www.davegawkowski.com)