

DAVID GAWKOWSKI

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OBJECTIVE

To use my editing, copywriting and marketing expertise in a marketing, training, public relations or editorial position at an innovative company.

SKILLS

- Excellent written and verbal communication skills
- Ability to collaborate with professionals at all levels
- Proficient in Mac, PC, Quark, HTML, Excel, InDesign, PowerPoint, Adobe Acrobat
- Strong analytical, critical, and interpretive problem solving skills
- Ability to multi-task under tight deadlines
- Self-motivated and eager to achieve goals

PROFESSIONAL EXPERIENCE

Associate Editor - Sept. 2002-Present

Traveling Times, Inc., Valencia, CA

- Writing promotional copy for newsletters, collateral, and web in accordance with brand guidelines for affiliate cruise lines, tour companies and travel agencies worldwide
- Researching and writing 5 to 7 syndicated travel event articles per month for various travel publications
- Copywriting, editing and proofreading travel articles for staff and freelance contributors
- Coordinating story ideas with freelance writers and photographers
- Collaborating with designers on layout for websites, magazines and newsletters
- Oversees internal communications for employees and investors
- Clients include Walt Disney Parks & Resorts, Universal Studios and Virgin Vacations

Freelance Writer - Mar. 2002 - Sept. 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 - Feb. 2000 - Nov. 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 - Jan. 1998 - Oct. 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

EDUCATION

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