

Matthew Dallman

Chicago, IL
Email: matthew@matthewdallman.com

www.MatthewDallman.com

RECENT EXPERIENCE

Managing Editor
The Manifest Web Magazine
(2004–present)

- Magazine vision. Edited articles.
- Wrote articles and website copy.

Seminar Facilitator
Boulder, CO (May, 2004)

- Co-developed and lectured at a 3-day professional growth seminar for artists.

Webmaster
www.MatthewDallman.com

- Vision, design, maintenance of online portfolio for music, art, and writings.

Proofreader
Dearborn
Chicago, IL (2004–present)

- Proofread test manuals and materials for the insurance industry.

PREVIOUS EXPERIENCE

Director/Developer, Website
Integral University Art Center
(2003-2004)

- Managed the development of scholarship for online art website. Wrote papers and articles. Created online library. Directed other scholars.

Copyeditor & Music Editor
Quarasan
Chicago, IL (2003-2004)

- Edited large K-9 music textbook. Designed and typeset Finale music scores.

Lead Composition Artist
Data Recognition Corporation
Minneapolis, MN (2001–2002)

- Formatted standardized testing manuals and company proposals in Word.
- Managed employees. Conducted interviews. Assisted in creation of Word Processing Center.

Lead Copyeditor
Bolger Concept to Print
Minneapolis, MN (1999–2001)

- Edited books, insurance and legal forms, magazines, catalogs, online copy, and corporate marketing collateral.
- Wrote and designed company newsletter.

Lead Copyeditor
Banta Integrated Media
Boston, MA (1999)

- Responsible for the proofreading and editing of technical catalogs and books.
- Worked with technical writers. Wrote copy.

EDUCATION

Washington University
St. Louis, MO

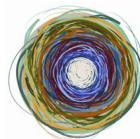
B.A., English Literature
Minor, Creative Writing and Poetry

TECHNICAL SKILLS

PC & Mac. Excel. HTML. Finale.
Classes in Advanced Microsoft Word.

PERSONAL INTERESTS

Music composer, author, scholar, film producer, real estate investor. Former college quarterback.



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