



4451 DREDGE LAKE ROAD
JUNEAU, ALASKA 99801

PHONE: (907) 523-2127

E-MAIL: SARA@SARAWHITNEY.NET

Education

- Bachelor of Arts, Journalism, magna cum laude, minor emphasis in Criminal Justice
University of Alaska Fairbanks, 1998
- Associate of Liberal Arts, cum laude, University of Alaska Southeast, 1996
- High School Diploma, high honors, Juneau-Douglas High School, 1994

Awards

- First Place, Best Headline Writer, Alaska Press Club, 2001
- Student of the Year, University of Alaska Fairbanks Department of Journalism and Broadcasting, 1998

Skills

- Thirteen years professional experience as a copy editor, writer, and layout artist
- Broad writing background, from news writing to technical publications
- Three years experience with Web site design and graphics, for a range of organizations and businesses
- Proficient in design and layout:
 - Macromedia Dreamweaver and Fireworks
 - Quark Express
 - Adobe Illustrator and Adobe Photoshop
- Publication creation, formatting, and management:
 - Microsoft Word
 - Adobe Acrobat
- Web content editing:
 - HTML and JavaScript

Work Experience

Editor, Graphics and Web Site Designer

Self-employed

January 2005 – Present

- Started a small business providing a wide range of technical services to other businesses, government agencies, and nonprofit organizations.
- Provided editing and publishing services for a range of documents, including online content, a legislative gas pipeline report, resumes, and state education standards. Client examples:
 - Fairbanks Economic Development Corporation
 - Department of Education, State of Alaska
- Designed business logos and graphics for use in online and print media.
- Created and maintained Web sites for prominent local businesses and nonprofits. Client examples:
 - Foggy Mountain Shop (www.foggymountainshop.com)
 - Carson Dorn, Inc. (www.carsondorn.com)
 - Cameron Plumbing & Heating, Inc. (www.cameronplumbing.com)
 - Adlersheim Wilderness Lodge (www.yankeecove.com)
 - Cancer Connection (www.cancerconnectionak.org)
 - Rainforest Yoga (www.rainforestyoga.org)
- Solely responsible for business management and administration.

Publications Specialist II

Employer: State of Alaska Department of Transportation & Public Facilities

Reported to: Gary Hogins, Chief Engineer

July 2002 – March 2005

- Served as publications specialist for the Design and Construction Standards Section of the Division of Statewide Design and Engineering Services, and frequently provided the same services to professionals throughout DOT&PF.
- Worked closely with the division's engineers to improve their writing and produce clear, professional publications.
- Managed the division's online and printed technical publications, including design and construction manuals, guides, standard specifications, and AutoCAD drawings.
- Edited and formatted the division's technical publications, presentations, and correspondence.
- Oversaw the section's Web site, redesigning and rebuilding the site as required to conform to changes in regulations and oversight.
- Provided technical support to the standards section, other employees, and the public.

Copy Editor

Employer: Fairbanks Daily News-Miner

Reported to: Kelly Bostian, Managing Editor

December 1997 – July 2002

- Acted as chief copy editor two days a week, overseeing three other copy editors.
- Worked with reporters, editing local and wire copy for publication.
- Laid out entire sections, including the front page. (This included headline writing, design and selection of photographs and other graphics, page design, and wire story selection.)
- Provided a final print-ready version of the next day's paper and approved press run.
- Covered last-minute local events when reporters were unavailable.
- Responsible for updating local web site content, including local stories and photographs.

Senior Reporter, Copy Editor, Entertainment Editor

Employer: Sun Star, University of Alaska Fairbanks

Reported to: N/A

August 1996 – December 1997

- Covered campus events, including lectures and presentations, elections, and issues affecting students (for example, increases in student loan interest rates).
- Edited all newspaper copy.
- Provided all content and the final product for the entertainment section.
- Wrote my own humor column.

References

- Betsy Fischer, Owner, Foggy Mountain Shop, (907) 586-6780, foggymtn@alaska.net
- Jomo Stewart, Fairbanks Economic Development Corporation, (907) 452-2185, jstewart@investfairbanks.com
- Julie Stricker, Chief Copy Editor, Fairbanks Daily News-Miner (907) 456-6661, jstricker@newsminer.com
- Marmian Grimes, Public Information Officer, University of Alaska Fairbanks (907) 479-0553, grimes5@gci.net
- Alex Viteri, P.E., Retired Traffic and Safety Engineer (907) 321-3365, alexv@alaska.com