



PHILIP DANGLER

Writer, Editor, Proofreader, Guide
510-290-9483 | pdangler@gmail.com
<http://www.phaxda.com>

Objective: Following more than two decades working as an editor and hobby writer, I now seek **professional writing opportunities**. I have a variety of **experience across disciplines** and love to write! I was a **collegiate reporter**, author my own **fiction**, and have designed and written **corporate newsletters, marketing copy**, and **blog posts** for a wide range of clients. I helped write many **press releases** while employed at Business Wire. **My copy is clean** (I'm still an editor at heart) and **I work fast**. I'd love to discuss the many ways I can **produce high-quality content** for you, your business, or agency. I'm available immediately for full-time work.

Tools: I'm a productive and efficient user (all about those **keyboard shortcuts!**) of **Mac, Windows**, and **Unix/Linux**. As a freelancer, I use **Microsoft Word, Google Docs, Acrobat/PDF**, or any custom **CMS**. For my own written work, I prefer **Scrivener**. I adapt to new apps quickly and know how to find the best tools for a specific job. **I love learning new things!**

Editing: I'm well-versed in both **Chicago and AP style**, have **edited** countless press releases, and helped **Fortune 500 companies** and **startups** hone **messaging for consumers, media, and investors**.

Project Management: I work with large teams to ensure **print and online** projects **meet editorial, production, and press deadlines**. I'm hands-on during **design and production work** and frequently step in when authors and editors need a gentle push to stay **focused and on track**. I relish the smell of fresh ink and savor the fresh flavor of a recently **updated web site**.

Previous Work Experience

Copywriter & Editor / @ Self-Employed | El Cerrito, CA

January 2017–Current

Freelance writing and editing; clients include [AdBuzz PR](#), [WHM Creative](#), [Brilliant.tech](#), [Lingerie République](#), [O'Reilly Media](#), [Business Wire](#), [Oracle Corporation](#), [SANS](#), and more. I've ghostwritten two books for tech CEOs and am a founding member of [To Live and Write](#) in Alameda, CA.

Marketing Writer @ Jacobian Engineering | Oakland, CA

October 2015–January 2017

Marketing and internal copywriter and editor for an engineering startup; also served as personal assistant to CEO, founders, and HR department. Crafted client pitches, correspondence, marketing material, and company policy. Wrote, edited, and published monthly employee newsletter.

Stay-at-Home Dad / Editor @ Self-Employed | Alameda, CA

August 2014–October 2015

Client Services Representative @ Business Wire | SF, CA

January 2013–August 2014

Provided support to account executives and fielded inquiries from B2B customers needing information on press release services and distribution process. Worked with current and prospective members, media affiliates, and internal teams to open new accounts, collect payment, send collateral materials, train clients to use website, and offer editorial assistance.

Overnight Newsroom Supervisor @ Business Wire | SF, CA

February 2010–January 2013

Supervised and lead a team of editors responsible for proofing, coding, and processing press releases for electronic distribution to the media and financial community. Client service provided over the phone and via email in a high-pressure, fast-paced overnight (9:30pm–6:00am) environment. Responsible for hiring editors and writing annual employee reviews.

Proofreader/Copyeditor @ Oracle | Redwood Shores, CA

June 2008–December 2009

Assisted proofing manager for Brand & Creative division with copyediting and proofreading Oracle's direct marketing material, including postcards, emails, event signage, technical white papers, and advertising (including bus/BART wraps). Ensured branding guidelines were followed and Oracle style used consistently in accordance with strict corporate policy.

Production Editor @ O'Reilly Media | Sebastopol, CA

September 2001–May 2008

Project manager for computer trade books, overseeing production (using XML, Quark, Adobe FrameMaker/ InDesign) from manuscript to bound book for multiple and concurrent titles. Scheduled, copyedited, proofread, composited, and performed quality control for assigned books. Prepared PDF files and final page proofs according to printer specifications. Coordinated with authors and supervised freelance illustrators, compositors, and indexers. Editor of the *iPod Fan Book*.

Education: Wheaton College (Norton, MA) | Honors B.A., Political Theory

Copywriting certificate from San Francisco School of Copywriting; improv performer at Pan Theater in Oakland, CA