

# Todd Matthews

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## Skills

Writing • Editing • Proofreading • Researching • Fact-checking • Copywriting • Interviewing • Reporting • Project Management • Respect for Deadlines & Word Counts • Attention to Detail & Accuracy

## Awards

### FIRST PLACE - BEST PERSONALITY PROFILE (SMALL MAGAZINE)

2020 — The Alliance of Area Business Publishers

### FIRST PLACE - LEISURE & LIFESTYLE NEWS/FEATURES

2008 — Society of Professional Journalists

### THIRD PLACE - GENERAL NEWS/FEATURES

2008 — Society of Professional Journalists

### OUTSTANDING ACHIEVEMENT IN MEDIA

2007 — Washington State Department of Archaeology and Historic Preservation

### SECOND PLACE - GOVERNMENT & POLITICAL REPORTING

2003 — Society of Professional Journalists

### THIRD PLACE - GOVERNMENT & POLITICAL REPORTING

2001 — Society of Professional Journalists

## Education

### SEATTLE CENTRAL COLLEGE

2020 — Certificate in Grantwriting

### UNIVERSITY OF WASHINGTON

2005 — Bachelor's Degree (Communications)

### SEATTLE CENTRAL COLLEGE

1996 — Associate Degree (Liberal Arts)

## Background

I am an experienced and resourceful editor and journalist whose work has appeared in nearly two-dozen publications over the past two decades. In addition, my skills as a freelance communications professional have helped companies tell their stories in ways that engage and connect with audiences.

## Experience

### COPYWRITER, EDITOR, AND JOURNALIST — 2004 - PRESENT

I offer copywriting, editing, proofreading, scriptwriting, researching, fact-checking, and grantwriting services on a contract basis to clients that include *Modernist Bread*, *Modernist Pizza*, SaltWorks, Tacoma-Pierce County Chamber, and others. I work with each client to interpret creative directions and facilitate ideas in order to produce advertisements, websites, packaging, press releases, and video scripts that adhere to each organization's individual style and brand voice — all while working on multiple projects with short deadlines.

Also, I work as a freelance journalist for a variety of magazines, newspapers, and other media organizations. Past clients include *City Arts*, *HistoryLink*, *Real Change*, *Seattle*, *Seattle Business*, *Washington CEO*, and others. I have been interviewed by media outlets such as *KIRO Radio*, *Mercer Island Reporter*, *Oxygen Media*, *Seattle Weekly*, *The North American Post*, and the *Travel Channel* to discuss my journalism.

### SENIOR WRITER | PREMIER MEDIA GROUP — 2016 - 2019

I held a variety of duties as the full-time senior writer at Premier Media Group (PMG), a company that produces four award-winning Pacific Northwest publications — *425*, *425 Business*, *South Sound*, and *South Sound Business*.

- Researched, pitched, and wrote general interest articles for all four PMG publications; managed multiple assignments — working independently or with other writers — while being mindful of reporting accuracies and deadlines; edited and proofread each magazine prior to publication; contributed ideas at weekly production meetings
- Worked collaboratively and productively with a team of editors, photographers, and graphic designers to help create quality publications on strict production deadlines
- Authored cover stories and feature articles about Seattle Seahawks president Chuck Arnold, Xbox co-creator Ed Fries, KeyBank CEO Beth Mooney, former Nordstrom executive John Nils Nordstrom, and many others
- Wrote brief articles for each publication's website and digital newsletters

### CONTRIBUTING WRITER | TIGER OAK MEDIA — 2006 - 2017

I wrote feature articles on a freelance basis for two Tiger Oak Media publications — *Seattle* and *Seattle Business* magazines.

- Researched, pitched, and wrote a comprehensive guide for small businesses, as well as feature articles about the University of Washington Innocence Project, Seattle bike messengers, Seattle's most influential people, Ivar's CEO Bob Donegan, and many other topics for *Seattle* and *Seattle Business* magazines
- Communicated to managing editors and art directors the status of each assignment, and adhered to firm deadlines and strict word counts

### EDITOR | SOUND PUBLISHING — 2004 - 2016

I was the full-time editor of the *Tacoma Daily Index*, a Sound Publishing newspaper that covers business and economic development in Pierce County.

- Planned the editorial content that appeared in the newspaper, as well as used InDesign and Adobe Acrobat to create and format each edition of the newspaper
- Reported, photographed, and wrote articles with an eye for detail and accuracy
- Ensured the daily newspaper reached the printer before deadline
- Managed the newspaper's website and social media accounts through Hootsuite