

JOHN P. MITCHELL

Phone: 602.688.9642

21640 N. 107th Dr. ■ Sun City, AZ 85373

Email: john@hiredwriter.com

WRITING & EDITING PROFILE

Focus: Freelance Writer

Expertise: Technology, Financial, Business

Independent writing professional with 10-years' combined experience in the business, financial and technology sectors. Proven record of delivering high-quality work, meeting a deadline every time and offering creative input to far exceed project objectives and goals. Demonstrated effective communication in both contract and salaried positions. Commitment to excellence in the printed and digitally published word. Hold Master's degree in Pastoral Counseling Psychology, which lends a deep, thorough understanding of the human mind.

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| ▪ Project/Resource Management | ▪ External/Internal Communication | ▪ Deadline Management |
| ▪ Public Relations | ▪ Media Relations | ▪ Brand Development |
| ▪ Technical Writing | ▪ Web Copywriting | ▪ Copy Editing |
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FREELANCE EXPERIENCE

QWIKI, Palo Alto, CA

2011 to Present

News Ninja

Originally recruited as an alternate to assist the digital newsroom, but far exceeded expectations and selected as full-time news writer and editor by Qwiki – a new multimedia, interactive technology company. Created high-quality, interactive slideshow presentations matched by relevant photos, videos and dynamic maps to produce a stunning visual experience for Qwiki platform users. Promoted to assistant deputy editor and ensured news stories were properly selected, topic assignments delegated and all content published by the deadline. Managed Twitter and Facebook accounts via Hootsuite and pushed out updates in a timely manner to the company's combined 22,000 plus online fans and followers.

- **Helped the company launch its news service in August 2011.**
 - Produced Qwiki that was showcased at the 2011 TechCrunch Disrupt technology conference.
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DEMAND MEDIA, Santa Monica, CA

2010 to Present

Contributing Writer

Hired to write clean, evergreen copy for Demand Media – a leading content and social media company who is publicly traded on the New York Stock Exchange. Considered an expert in all things technology, from social media to smart phones. Produced high-quality web copy for the writing studio, with over 1,200 articles appearing on top sites like eHow.com, Salon.com and the Houston Chronicle's Small Business section.

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SALARIED EXPERIENCE

DISCOVER FINANCIAL SERVICES, Phoenix, AZ

2005 to 2011

Subject Matter Expert

Recruited to work for one of the four major credit card companies in the United States – Discover Card. Promoted immediately out of new hire training to handle website inquiries and provide technical support. Further promoted to Subject Matter Expert for the company's website and made official liaison to headquarters. Responsible for maintaining thorough database of pre-written email responses and oversaw case-specific email responses from customer service agents to customers. Audited responses for grammar, punctuation, style and branding.

FOLLETT CORPORATION, Glendale, AZ

2002 to 2005

Assistant Store Manager

Promoted from seasonal hire to Shipping/Receiving Manager and then to Assistant Store Manager. In both roles, responsible for managing online website, including well-written product descriptions and accurate pricing, for the on-campus Glendale Community College Bookstore, and handled all in-store marketing materials, promotions and merchandising. Filled in for Store Manager during absences, responsible for hiring new personnel and keeping accurate financial records.

EDUCATION & TECHNICAL SKILLS

M.S. degree in Pastoral Counseling Psychology, 2008

UNIVERSITY OF SEDONA, Sedona, AZ

B.S. degree in Metaphysical Science, 2007

UNIVERSITY OF SEDONA, Sedona, AZ

Undergraduate studies in Business Management, Journalism, 1997 - 1999

GLENDALE COMMUNITY COLLEGE, Glendale, AZ

Extended studies in Computer Engineering, concentration in Artificial Intelligence, 2011

STANFORD UNIVERSITY, Palo Alto, CA

Proficient in MS Word and Excel; WordPress and Movable Type; LaTeX; Adobe Acrobat; Final Draft.