

# Justin Katz

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## Computer Skills

**Microsoft:** Word, Excel, Powerpoint, Frontpage; **Adobe:** PhotoShop, Illustrator, Pagemaker, ImageReady, GoLive; **Quark:** QuarkXPress; **Macromedia:** Dreamweaver, Flash, Fireworks, Freehand; **Coda:** Finale; **Languages:** HTML

## Book Production

*Ambushed*, 528 page nonfiction by Anne DuBose Joslin (Henley & Luce): internal page design, typesetting, and some editing  
*The Redwood Review (2002 & 2003)*, 144 & 192 page literary reviews (Timshel Literature): editing, internal page and cover design, grant proposals and ad sales, production, and typesetting, including online

*Just Thinking, Volume I*, 186 page column collection (Timshel Literature): author, editing, internal page and cover design, production, and typesetting

*A Whispering Through the Branches*, 344 page novel (Timshel Literature): author, editing, internal page and cover design, production, and typesetting

*Tackling Moby-Dick*, 86 page essay (Timshel Lit.): author, editing, internal page and cover design, production, and typesetting

## Employment

**IDC (International Data Corp.)**—Framingham, MA (11/99–present)

Copyeditor

- Copyediting, formatting, and proofreading of technical documents and IT market reports

**Holy Trinity School**—Fall River, MA (9/02–6/03)

Computer Teacher

- Design of curricula for grades K–8
- Teaching general computer skills, usage of productivity software including Microsoft Office, graphic design concepts, and Internet research strategies
- Initiation and maintenance of a shared Web server for a student Web page and student file backup

**Additional Experience** (1998–2001)

**Lightolier**—Fall River, MA

**Publicom, Inc.**—Acton, MA

**Department of Environmental and Natural Resource Economics URI**—Kingston, RI

**Partnership for the Coastal Environment URI**—Kingston, RI

**College of the Environment and Life Sciences & Graduate School of Oceanography URI**—Kingston, RI

- Editing, graphic design, copywriting, technical writing, Web site–related tasks, and other activities involving informational materials for business, marketing, and promotional purposes.

## Publications

**Books:** *Just Thinking: Volume I*, 10/29/01–10/21/03 (collection), *A Whispering Through the Branches* (novel)

**Short prose (fiction and nonfiction):**

*Tech Central Station*, *The Redwood Review*, *Editorial Eye*, *Providence Journal*, *Westerly Sun*, *Narragansett Times*, *East Greenwich Magazine*, *University Pacer*, *Block Island Times*, *Warwick Beacon*, *Cranston Herald*, *Good 5¢ Cigar*

**Web Pages:** *Timshel Arts & related pages*, *Partnership for the Coastal Environment* (1998 pages)

**Poetry:** *The Redwood Review*, *Syncopated City*

## Education

**The University of Rhode Island** — Kingston, RI

*B.A. in English* ♦ Music Minor ♦ GPA: 3.86

**Carnegie Mellon University** — Pittsburgh, PA

*Portfolio and references available upon request.*