

ERIN BARRETT

ERIN@ERINBARRETT.NET

Overview

- Seasoned content specialist, with extensive experience in a variety of formats, from books, marketing materials, internal newsletters and educational materials to games and technical instructions and employee manuals
- Produced print-ready layout for major publishing houses, newspapers, game/technology companies, government organizations, large corporations, small businesses, and individuals
- Successfully managed projects overseeing teams of 5-50 writers, designers, and researchers, as well as staffed and managed multiple wineries in the SF Bay Area

WRITING, EDITING & PROJECT MANAGEMENT EXPERIENCE

1st Person Publishing: Lead Manager of Content, Editor, August 2008 – *current*

Multiple projects, including *The Biggest Loser Resorts Call Center Manual*

- Organized and edited content from various sources to compile handbook for call-center employees
- Researched, developed, and edited content for ad-sponsored trivia games

Wine.com: Senior Wine Specialist/Personalized Wine Club Curator and Manager/
Copywriter/editor for Seasonal Catalogue, October 2015-April 2018

Vino Volo/Taste Inc.: Final Editor, Proofreader, December 2013-January 2014

Vino Volo Employee Handbook by Vino Volo/Taste Inc.

- Produced final, finished copy of updated employee manual
- Assured company voice, style and consistency throughout

Federal Highway Administration: Writer, Editor, Design Coordinator, April 2008 – 2010

- Researched and verified documentation for Federal Highway history
- Coordinated multi-source data
- Managed content for FHWA Web site

WiseGuide GPS Travel Product: Researcher, Writer, Content Manager, Nov 2006 – June 2008

- Tracked and edited content from multiple researchers and writers
- Packaged short descriptions into a cohesive, route-based, travel entertainment guide

Jurania Press: Senior Editor, Content Advisor, January 2009 - June 2009

The Happy Body: The Simple Science of Nutrition, Exercise, and Relaxation by Jerzy and Aniela Gregorek

- Consulted on professional publishing standards and protocol
- Content edited, copyedited, and proofed

George Lucas/JAK Publishing: Research and Content Editor, January 2005 – October 2006

Cause of Death: A Perfect Little Guide to What Kills Us, Pocket Books (2008)

- Edited, rewrote, and condensed thousands of pages of data into a 460 page manuscript
- Formatted manuscript for marketability

Heartline Productions: Final Editor, Layout and Design Specialist, May – August 2005

Power Choices: 7 Signposts on Your Journey to Wholeness, Love, Joy and Peace by Dr. Brenda Wade

- Assured consistency; created camera-ready manuscript for printer

St. Martin's Press: Writer, Editor, Layout and Design Coordinator, January 2001- May 2004

- Developed and edited content for non-fiction book series *The Bathroom Companion*

- Guided writers, researchers, and copyeditors toward a cohesive narrative voice

- Procured image rights and created camera-ready pages for printing

Ask.com, Inc.: Researcher, Writer, Online Presenter, April-June 2000

- Developed, researched, wrote and edited all *Just Curious, Jeeves...* book series

- Developed content and hosted series of live World Wide Web broadcasts

- Launched Internet trivia talk show

ACCOMPLISHMENTS

PUBLISHED WORKS (*Partial list of titles*)

- *Uncle John's Bathroom Reader Plunges into Canada*, Potable Press (2010)

- *Cause of Death*, Pocket Books (2008)

- *The Big Fat Bathroom Companion*, Barnes & Noble Press (2006)

- *Random Kinds Of Factness*, Conari Press (2005)

- *Lunchbox: Inside and Out*, HarperCollins (2004)

- *Ben Franklin's Guide to Wealth*, RedWheel/Weiser, (2004)

- *W.C. Privy's Bathroom Companion, Volume II*, St. Martin's Griffin (2002)

- *Cats Don't Always Land on Their Feet*, Conari Press (2002)

- *Doctors Killed George Washington*, Conari Press (2002)

- *W.C. Privy's Original Bathroom Companion*, St. Martin's Griffin (2001)

- *Just Curious, Jeeves*, series, Ask Jeeves Publishing (2000-2003)

NEWSPAPERS, MAGAZINES, JOURNALS: ICON Magazine, Wholepop Magazine, LA Times Magazine, Minneapolis Star-Tribune, San Jose Mercury News, Twin Falls Times-News, Plains Dealer, Wilmington Star-News, Lima News, Casper Star-Tribune, Peoria Journal-Star, Lancaster Intelligencer-Journal, Arkansas Times-Record, East Bay Express (writer, photographer), East Bay Monthly (photographer), Oakland Tribune, Alameda Sun (writer, assistant editor, photographer) "Random Kinds of Factness," a syndicated daily column that appeared in newspapers around the U.S. (2001-2008)

MEDIA APPEARANCES

- Interview appearances on hundreds of radio and television stations across the U.S. – 2000-2006

- **CSPAN's "Book TV:"** Author's Panel Member (Virginia Festival of the Book) – 2002

- **ABC's "Who Wants to Be a Super Millionaire:"** Expert Panelist in Pop Culture – 2005

SOFTWARE PROFICIENCY: Proficient in Macintosh and Windows environments; Microsoft Office: Word, Excel, Access and PowerPoint; Quark and QuarkXpress; Adobe Suite, including Distiller, Acrobat, and Photoshop; Basic HTML, Internet Search Engines, and Directory Listings. A quick study in almost anything technology related.

EDUCATION: BA Humanities, New College of California, GPA 4.0, JRN certified Life Coach