

LINDSAY HOLLOWAY

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SUMMARY

Avid freelance writer and results-oriented manager at global market research firm with five-plus years experience building and managing a successful team, and twice as many years writing and editing for various national publications. Creative and innovative team player with strong interpersonal and communication skills.

HIGHLIGHTS

- Quality leadership
- Performance & talent management
- Project management
- Deadline-driven
- Enthusiastic team player
- Superior writer and editor
- Specialty in small-business, tech and web writing
- Proficient in InDesign
- Attention to detail
- Self-directed & driven

ACCOMPLISHMENTS

- Hired, trained and managed a team of up to 9 successful copy-editors
- Played major role in launching firm's new business division, as well as several new market research report collections
- Earned 2013 Editor of the Year Award for excellence in job performance

EXPERIENCE

04/2010 to Current

Editorial Manager

IBISWorld Inc. — Los Angeles, CA

Started as a Proofreader in an Australian market research firm's new US headquarters and quickly grew through the ranks to Editorial Manager.

- Helped build the new department, establishing style guides, creating processes and manuals and contributing to monthly output
- Took over hiring and training responsibilities as team expanded
- Helped build new division's report collection to 1,000 titles
- As department head, reported directly to COO and contributed to regular management meetings and company decisions

07/2009 to Current

Writer & Editor

Freelance — Los Angeles, CA

- Regular writer for Examiner.com as LA Business Tech Examiner
- Maintained blog and created branding materials for LA fitness group
- Created various marketing and PR materials for LA catering business
- Ghost wrote StartupNation.com's seasonal contest content on various US small businesses
- Created white papers, manuals and branding materials for LA software company in real estate industry

11/2005 to 03/2009

Assistant Editor

Entrepreneur Media — Irvine, CA

Writer turned editor with a focus on the tech and web departments for a national print and web magazine of 3 million readers.

- Planned, assigned and edited monthly departmental articles, as well as various feature articles
- Helped execute magazine redesign under new leadership
- Conducted interviews and research for 100+ articles on small-business owners, trends and tips

EDUCATION

2005

Bachelor of Arts: Journalism – Magazine Major, Business Minor
University of Missouri — Columbia, MO, USA