

## David K. Fried

<http://www.dkfwriting.com>

PO Box 9065, Austin, TX 78766

Phone: (512) 567-3414

E-mail: [dkfwriting@gmail.com](mailto:dkfwriting@gmail.com)

---

### Experience

- DKF Writing Services* Owner, Writer & Editor Mar 2006 – present
- Write/edit/proofread business and creative documents, including technical manuals, nonfiction books, magazines/journals, funding proposals, and Web content
  - Manage finances, sales, marketing, and other business development needs
- Software Advice* Video Production Manager & Market Page Writer Mar 2011 – Dec 2011
- Coordinated all aspects of video production, including technical aspects and talent/vendor recruitment
  - Ensured superlative content quality through script development, talent direction, and editing of footage
  - Wrote keyword-heavy Web content designed to drive traffic and conversions
- Landmark Education* Course Supervisor, Local Coordinator & Manuals Redesign Team Leader Dec 2008 – Mar 2011
- Update and develop new policies, procedures, and checklists for the complete redesign of four 300-page course manuals, used to deliver programs to 150,000 participants per year in 120 cities around the world
  - Edit and proofread manuals, modify styleguides, and develop Excel tracking sheets
  - Lead and train 10–15 Course Supervisors in the Southern region (Houston, Austin, San Antonio & New Orleans) in effective course delivery, growth of the program, and working with other leadership bodies
  - Track and manage statistical information, facility logistics, and volunteer status for successful production and delivery of intensive two- to three-day workshops with up to 300 attendees
  - Train and coach teams of 20–30 volunteers, maximizing satisfaction, enjoyment, and contribution
- Texas Nursery & Landscape Association* Editorial Coordinator Sep 2009 – Dec 2010
- Wrote, edited, generated ideas, and managed content delivery for horticulture industry trade magazine
  - Established, tracked, and modified marketing/promotion strategies to ensure maximum product success
- Metrosol, Inc.* Technical Writer Jan 2008 – Aug 2008
- Wrote installation, operations, and maintenance manuals for VUV spectroscopic metrology product
  - Tested software, reviewed content, and interviewed developers to extract complex technical information into simple, direct communication, illustrated with charts, diagrams, and photographs
  - Performed advanced Excel analysis in the development of factory acceptance documentation
- Texans for Public Safety Solutions* Executive Director Nov 2006 – Jun 2007
- Spearheaded the successful passage of public safety-related legislation
  - Managed the creation and editing of all content, logo, Website, and stationery design
  - Assisted in research and drafting of legislation, composing and editing legislative summaries
  - Created and organized budget and finances, ensuring success while coming in 8% under budget
- Health Care Concepts* Research Specialist May 2003 – Apr 2006
- Composed, edited, and fact-checked consulting documents, articles, editorials, newsletters, and other reports for business partners, clients, and major medical journals and magazines
  - Generated and managed data, content, and reports using MS Excel, Power Point, and Web clients

### Education

Dec 2002 *The University of Texas at Austin* Bachelor of Science in Radio-Television-Film  
Cumulative GPA: 3.77 Bachelor of Arts in English  
Graduated with High Honors