

Lee Underwood

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Summary of Qualifications

- Experienced in writing feature articles, tutorials, technical documentation, Web site content, blog postings and corporate communications.
- Extensive experience in Internet research methods.
- Knowledgeable in copy editing and proofreading.
- Experienced in (X)HTML, CSS; basic knowledge of JavaScript and PHP.

Experience

Managing Editor/Site Manager

May 2004 - March 2009

internet.com, a division of WebMediaBrands, Inc., Darien, CT

- Edited, formatted and scheduled for publication all articles submitted by technical writers. Assisted in establishing a base of knowledgeable technical writers for online content.
- Researched, compiled and edited twice-weekly newsletter.
- Wrote, edited and formatted technical, tutorial and book/software review articles.
- Created style guide for large Web development site.
- Co-managed a large, well-known Web developer community forum.
- Participated in implementation of social networking tools and methods for several sites.
- Redesigned two large, high traffic Web sites for better design and functionality, which resulted in a significant increase in Web site traffic.
- Participated in implementation of social networking tools and methods for several sites, which increased Web site traffic and visibility.
- Implemented custom error page system for better site navigation.

Online Coordinator/Freelance Writer

February 2002 - May 2004

Self Employed

- Wrote, edited and formatted feature articles and tutorials for online sites.
- Wrote, edited and published weekly online newsletter.
- Designed and edited quarterly printed newsletter.
- Edited and scheduled for publication all articles submitted by other writers.
- Created and managed online educational Web site.
- Created, edited and formatted online lessons, exams and grading system.

Associate Editor/Freelance Writer

June 2000 - February 2002

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- Edited, formatted and scheduled for publication all articles submitted by technical writers.
- Prepared book excerpts for publication.
- Wrote, edited and formatted technical, tutorial and review articles.
- Performed general site maintenance.

Additional Writing and Editorial Experience

- Currently write and publish a weekly newsletter of current news events, which I founded 14 years ago.
- Created, wrote and edited corporate employee policy manual.
- Created, wrote and edited technical manuals for computer systems and related software.

Education

Paralegal Certificate, Los Angeles City College, 1982

- Founded a law journal for paralegals, and worked as Executive Editor.
- Founded a monthly newsletter, focused on copyright law.