

DAVID BARDALLIS

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CAREER PROFILE

- Experienced in creating, writing, editing, and proofing copy for a variety of communications materials in corporate, business, and nonprofit settings
- Strong grammar skills, command of English language, ability to meet deadlines
- Competent with a wide range of styles and tones, e.g., technical, journalistic, scholarly, editorial, informal
- Sensitive to the needs, expectations, and perceptions of different audiences

EDUCATION

B.A., *English and Psychology*
University of Michigan–Dearborn

- Graduated with distinction (3.5 GPA)
- Senior editor, *Lyceum*, campus literary arts journal
- Contributing editor, *The Michigan Journal*, student newspaper

PROFESSIONAL EXPERIENCE

Self-Employed, Ann Arbor, Mich., 2003 – Present
Freelance Writer and Editor

Provide copy solutions for a variety of business and nonprofit clients, from original writing to content and line editing to proofreading and more.

Borders Group Inc., Ann Arbor, Mich., 2004 – 2009
Copy Editor

Maintain brand voice and provide QA for variety of customer-facing print and e-commerce communications, including monthly in-store shopping guides; weekly web updates; monthly emails; and the Borders Shortlist, distributed weekly to 23 million inboxes.

Bolger + Battle Inc., Midland, Mich., 2002 – 2004
Copywriter

Create and develop marketing materials for clients ranging from global *Fortune* 100 companies to regional nonprofits. Write, edit, and proofread copy for client internal and external communications including ads, brochures, newsletters, emails, video scripts, web sites, and news releases.

Mackinac Center for Public Policy, Midland, Mich., 1998 – 2002

Managing Editor of Publications

Oversee production schedule for economic research and educational institute's publications, including two quarterly journals, quarterly contributor newsletter, monthly commentary series, special op-eds, reports and studies, and daily web updates. Write, edit, and/or proofread all of foregoing as necessary. Assist with development of promotional materials including fundraising letters, marketing brochures, and event support.