

PAUL GALICKI

PROFILE

Paul Galicki is a hardworking, detail-oriented, and thoughtful editor and copywriter who uses his education and experience in advertising to ensure the clarity, accuracy, and quality of all content he edits and creates. During his nearly 20 years of professional experience, Paul has worked with print and online materials in subject areas as diverse as real estate and nanobiotechnology, focusing on producing content that clearly conveys the intended message to the target audience. Paul's colleagues and employers recognize him for his strong work ethic, attention to detail, and uncompromising dedication to achieving a high degree of quality in all professional tasks.

CONTACT

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References available on request

+ EDITOR + COPYWRITER

WORK EXPERIENCE

Strategic Business Insights (SBI) / Menlo Park, CA, and Remote / 2011–2023

Senior Editor (2017–2023) + Editor (2011–2017) + Contracted Editor (May–Aug 2011)

- + Edited internal documents and monthly deliverables for multiple SBI services, editing according to the needs of each document (proofreading, line editing, developmental editing, researching, fact-checking)
- + Communicated with analysts during editing to ensure their documents properly and clearly conveyed the intended meaning and maintained factual accuracy and adherence to in-house style
- + Worked with program directors and senior analysts to maintain use of accurate and up-to-date industry-standard technical terms and to establish consistent treatments for emerging technical terms
- + Eliminated factual errors from internal databases to prevent propagation of such errors in documents across SBI's services
- + Coordinated with program directors and production-department staff to ensure timely publication of monthly deliverables, altering, updating, and streamlining workflows as necessary
- + Maintained and updated the in-house style manual
- + Evaluated contracted-editor candidates, trained new contracted editors, and managed workflows of contracted-editor teams to ensure timely completion of monthly editing tasks

Reputation.com, Inc. / Remote / 2010–2011

Remote Content Producer

- + Used limited available information to write multiple complimentary SEO profiles for each client

The Daily News (Bay Area News Group) / Menlo Park, CA / 2007–2010

Advertising Feature Writer (2007–2010) + Proofreader (2010)

- + Interviewed and wrote advertorials about prominent local real-estate agents and business owners
- + Worked with the operations manager to conceptualize and develop the *Bay Area Green* quarterly environmental publication
- + Produced multiple issues of *Bay Area Green*, writing features, editing features from contributing authors, designing page layouts, and managing production
- + Produced multiple special sections, designing page layouts and selecting and editing relevant content from news services
- + Wrote, edited, and laid out the "Absolutely" column (2009–2010)
- + Developed and produced a new weekly travel section, creating original content and selecting and editing relevant content from news services
- + Stepped in to write multiple last-minute feature articles crucial to a series of special holiday publications, meeting tight deadlines under abnormal conditions
- + Acted as temporary proofreader in the editorial department following dissolution of previous position

Health & Beauty Magazine / San Diego, CA / 2005–2006

Assistant Editor and Writer

- + Worked with the creative director and publisher to develop the new publication's language and style
- + Edited all ad copy and all articles from staff and contributing authors
- + Wrote feature stories and advertorials

SKILLS AND ATTRIBUTES

- + Editing (from proofreading to developmental editing)
- + Copywriting (ad copy, advertorials, profiles, articles, web copy, etc.)
- + Recent experience with the *Chicago Manual of Style*
- + Previous experience with the *Associated Press Stylebook*
- + Recent experience with Microsoft Word
- + Previous experience with Illustrator, Photoshop, and InDesign
- + Recent experience with Canva and Clipchamp
- + Recent experience in creating content for social media
- + Excellent communicator, experienced interviewer
- + Willing to learn, adapt, and improve
- + Conscientious, punctual, diligent, affable
- + Capable of solving problems creatively and logically
- + Self-motivated (remote employee since 2014)
- + Works well as an individual or as part of a team

EDUCATION

The Art Institute of California-San Diego, Bachelor of Arts in Advertising, 2004
Graduated with a 4.0 GPA, Perfect Attendance, and Highest Honors