

MATTHEW KUHRT

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Summary

- Skilled writer and editor with over a decade of experience across multiple industries and project types.
- Areas of expertise include healthcare, financial earnings, general business writing, and marketing communications.
- Focus on efficient editorial workflows with experience in back-end design for content management systems, including customized theme and module development in Drupal and Wordpress.
- Successful entrepreneur, having run a freelance writing and editing sole proprietorship since 2002.
- Client list includes Thomson Reuters, HCPro, EBSCO Publishing, Catalyst, CIEE, New Bedford Publishing, NYU Online, CCBN, and Federal Documents Clearing House.

Representative Projects (2002-Present)

Writing and Editing

Thomson Reuters—Corporate earnings summaries: Generated brief summaries of corporate earnings calls and webcasts on tight deadlines. The work demanded familiarity with financial concepts and the general industries in which covered companies operate, including biotech, pharmaceuticals, healthcare, banking, energy, telecommunications, manufacturing, and retail.

HCPro—Copyediting and proofreading: Edited over fifty titles marketed to the healthcare industry. Subject matter included JCAHO accreditation requirements, standards and procedures best practices, and a wide variety of other topics relevant to nurses, doctors, and hospital administrators.

EBSCO Publishing—Develop scope notes for thesaurus terms: Researched and wrote clear, concise notes defining the areas covered by terms in the EBSCO database. Work included coverage of business, humanities, communications, and sports terms.

Marketing and Communications

Catalyst—External marketing materials: Managed development of 2009 annual report. Work included soliciting and managing submissions from across the organization, research, writing, editing, and preparation for layout. Wrote short corporate-bylined articles for inclusion in trade journals. Performed developmental edits on multiple long-form reports based on sociological studies. Developed and executed a workflow for adapting PDF “quick take” documents to make them display uniformly using an in-house content management system.

CIEE—Copywriting: Researched and developed copy to be featured on the main landing pages for high school and gap-year study abroad programs.

Simple Gifts—Web site design and marketing: Created a web site for local Maine not-for-profit organization providing support for families of hospitalized patients (<http://simplegiftsmaine.org>). Work included site design per client specification as well as consulting and editorial direction on additional marketing collateral.

Editorial Workflow

Thomson Reuters—SEC document comparison: Managed editorial development of custom software used to generate comparisons of SEC filings submitted by the same company covering different time periods. Work included developing a specification, testing and critiquing alpha and beta versions, writing the technical and process manual for the software's use, and overseeing training and quality control for the groups responsible for executing the edits.

Thomson Reuters—Corporate brief workflow redesign: Performed tests and submitted editorial workflow recommendations that led to an overall reduction in turnaround time of over 25% across the production system.

Points of View Artists—Web site design: Created a web site for local Maine artists (<http://povartistsmaine.com>). Specification included editorial tools allowing artists to update parts of the site, including the ability to manage photo galleries of their work on individualized pages.

Technical Skills

- **Software:** Adobe Creative Suite (including InDesign and Acrobat), Microsoft Office, Scrivener, Dropbox, Lightroom.
- **Style Guides:** *Chicago Manual of Style*, *AP*, *MLA*.
- **Web site development platforms:** Drupal, Wordpress.
- **Coding and markup languages:** PHP, SQL, Visual Basic, Javascript, XML, HTML, CSS.

Additional Experience

- **MeansBusiness, Inc.**—Senior Editor, Career Product (2000-2002)
- **Schwartz Communications, Inc.**—Assistant Account Executive (1999-2000)
- **Epoch Magazine**—Associate Editor (1997-1998), Assistant Editor (1998-1999)

Education and Awards

- **M.F.A., Cornell University (1999):** M.F.A. thesis in poetry: *Mass: Transit* (75 pages).
- **A.B., Bowdoin College (1997):** Magna Cum Laude; Phi Beta Kappa; James Bowdoin Scholar; Hawthorne Prize; Forbes Rickard, Jr. Memorial Prize; Bertram Louis Smith, Jr. Prize; Academy of American Poets Prize; Geoffrey R. Stanwood Literary Award; W.B. Mitchell Graduate Scholarship.