

Todd Matthews

Email - todd@wahmee.com | Website - wahmee.com

Skills

Communications • Writing • Editing • Proofreading • Researching • Fact-checking • Copywriting • Ghostwriting • Interviewing • Reporting • Project Management • Respect for Deadlines and Word Counts • Attention to Detail and Accuracy

Awards

FIRST PLACE - BEST PERSONALITY PROFILE (SMALL MAGAZINE)

2020 — The Alliance of Area Business Publishers

FIRST PLACE - LEISURE & LIFESTYLE NEWS/FEATURES

2008 — Society of Professional Journalists

THIRD PLACE - GENERAL NEWS/FEATURES

2008 — Society of Professional Journalists

OUTSTANDING ACHIEVEMENT IN MEDIA

2007 — Washington State Department of Archaeology and Historic Preservation

SECOND PLACE - GOVERNMENT & POLITICAL REPORTING

2003 — Society of Professional Journalists

THIRD PLACE - GOVERNMENT & POLITICAL REPORTING

2001 — Society of Professional Journalists

Education

SEATTLE CENTRAL COLLEGE

2020 — Certificate in Grantwriting

UNIVERSITY OF WASHINGTON

2005 — Bachelor's Degree (Communications)

SEATTLE CENTRAL COLLEGE

1996 — Associate Degree (Liberal Arts)

Background

I am an experienced and resourceful editor and journalist whose work has appeared in nearly two dozen publications over the past two decades. My freelance communication skills help companies tell their stories in ways that engage and connect with audiences.

Experience

EDITOR, JOURNALIST & COMMUNICATIONS PROFESSIONAL — 2004-PRESENT

I offer copywriting, editing, proofreading, scriptwriting, researching, fact-checking, and grantwriting services on a contract basis and full-time to clients that include *Modernist Bread*, *Modernist Pizza*, SaltWorks, Tacoma-Pierce County Chamber, and others. I work with each client to interpret creative directions and facilitate ideas in order to produce advertisements, websites, packaging, press releases, and video scripts that adhere to each organization's individual style and brand voice — all while working on multiple projects with short deadlines.

Also, I work as a freelance journalist for a variety of magazines, newspapers, and other media organizations. Clients include *Capitol Hill Seattle Blog*, *City Arts*, *Encore Media*, *HistoryLink*, *Real Change*, *Seattle*, *Seattle Business*, *Washington CEO*, and others. I have been interviewed by media outlets such as *KIRO Radio*, *Mercer Island Reporter*, *Oxygen Media*, *Seattle Weekly*, *The North American Post*, and the *Travel Channel* to discuss my journalism.

CONTENT EDITOR | MAGNUSSON KLEMENCIC ASSOCIATES — 2020-2024

I was the Content Editor in the Marketing Department at Magnusson Klemencic Associates (MKA), an award-winning civil and structural engineering firm.

- Write presentation bios for MKA's shareholders and senior principals
- Collaborate with senior engineers to brainstorm/pitch/ghostwrite articles for the *Puget Sound Business Journal*, *Seattle Daily Journal of Commerce*, et al
- Plan/research/write/edit employee/project-related award nominations
- Write/edit project-related cut sheets/project descriptions/case studies, and other materials to help the firm respond to RFPs and win new business
- Write/edit press releases for distribution to local/national media
- Write/edit MKA's monthly employee newsletter

SENIOR WRITER | PREMIER MEDIA GROUP — 2016-2019

I held a variety of duties as the full-time senior writer at Premier Media Group (PMG), a company that produces four award-winning Pacific Northwest publications — *425*, *425 Business*, *South Sound*, and *South Sound Business*.

- Research/pitch/write general interest articles for all four PMG publications; manage multiple assignments — working independently or with other writers — while being mindful of reporting accuracies/deadlines; edit/proofread each magazine prior to publication; contribute ideas at weekly production meetings
- Work collaboratively/productively with a team of editors/photographers/graphic designers to help create quality publications on strict production deadlines
- Write cover stories and feature articles about Seattle Seahawks president Chuck Arnold, Xbox co-creator Ed Fries, KeyBank CEO Beth Mooney, former Nordstrom executive John Nils Nordstrom, et al
- Write brief articles for each publication's website and digital newsletters

CONTRIBUTING WRITER | SEATTLE & SEATTLE BUSINESS MAGAZINES — 2006-2023

I wrote feature articles freelance for *Seattle* and *Seattle Business* magazines.

- Research/pitch/write a comprehensive guide for small businesses, as well as feature articles about the University of Washington Innocence Project, Seattle bike messengers, Seattle's most influential people, Ivar's CEO Bob Donegan, et al
- Communicate to managing editors and art directors the status of each assignment; adhere to firm deadlines and strict word counts

EDITOR | SOUND PUBLISHING / TACOMA DAILY INDEX — 2004-2016

I was the full-time editor of the *Tacoma Daily Index*, a Sound Publishing newspaper that covers business and economic development in Pierce County.

- Plan the newspaper's editorial content; use Adobe InDesign/Acrobat to create/format each edition
- Report/photograph/write articles with an eye for accuracy/detail; ensure the daily newspaper reaches the printer before deadline; manage the newspaper's website/social media