

Doug Hamlin

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Experience

MINNEAPOLIS-ST. PAUL BUSINESS JOURNAL — MINNEAPOLIS

Reporter Intern: January 2008 — May 2008

Wrote daily breaking news stories for the Web on tight deadline. Reported longer stories for print edition. Collaborated with editors to help produce special sections.

THE MINNESOTA DAILY — MINNEAPOLIS

Assistant Copy Desk Chief: September 2007 — May 2008

Proofed and ensured final quality of pages before press time. Coordinated production between copy desk, news room, photo and graphics departments. Supervised a team of seven copy editors to ensure quality, and defend against inaccuracies and libel. Provided regular feedback to reporters and copy editors to promote quality reporting, writing and editing. Revised the in-house style guide to increase consistency in publication.

Copy Editor: January 2007 — August 2007

Fact checked and edited spot and feature news articles for readability, spelling and grammar. Enforced Minnesota Daily and Associated Press styles. Designed page layouts in Adobe InDesign. Wrote headlines and other textual page elements.

THE PIONEER PRESS — ST. PAUL

Reporter Intern: Fall 2006

Reported and wrote news articles for the paper's business and Dakota County sections.

UNIVERSITY OF MINNESOTA DIGITAL MEDIA CENTER — MINNEAPOLIS

Web Designer: June 2005 — September 2007

Spearheaded the center's Web 2.0 initiatives by working with education consultants to create and maintain podcasts and blogs that increased client outreach and awareness. Programmed Web pages in XHTML and CSS. Designed graphical elements with Adobe Photoshop and Illustrator. Ensured Web sites complied with industry standards for providing universal accessibility, including Section 508 of the federal Rehabilitation Act and the Web Content Accessibility Guidelines.

UNIVERSITY OF MINNESOTA CANCER CENTER — MINNEAPOLIS

I.T. Support Specialist: September 2004 — October 2006

Provided end-user software and hardware support to more than 200 faculty and graduate researchers. Used diagnostic knowledge to troubleshoot errors on Mac and Windows-based computers and accessories.

Education

UNIVERSITY OF MINNESOTA — MINNEAPOLIS

2004-2007

MINNESOTA STATE UNIVERSITY — MANKATO

2003-2004