

**Mary Jane Moore**  
385 Deep St., Chagrin Falls, Ohio 44022  
440-999-9999  
editwhiz@yahoo.com

---

**SENIOR-LEVEL MANAGING EDITOR OF 7 WEEKLY NEWSPAPERS**

Award-winning former editor of *Big News*, one of Ohio's largest chain of weekly newspapers. Strong managerial skills and fearless journalist with 22 years editorial and reporting experience. Tireless community leader and crusader of citizens' rights. Strengths:

- |                                  |                                 |
|----------------------------------|---------------------------------|
| * <b>Budget Management</b>       | * <b>Feature Writing</b>        |
| * <b>Column Writing</b>          | * <b>Headline Writing</b>       |
| * <b>Investigative Reporting</b> | * <b>Public Speaking</b>        |
| * <b>Copy Editing</b>            | * <b>Television Appearances</b> |
| * <b>Newsroom Management</b>     | * <b>Community Service</b>      |
| * <b>Design and Layout</b>       | * <b>Political Analysis</b>     |
| * <b>Web and Computer Savvy</b>  | * <b>Event Organizer</b>        |

*Willing to Relocate*

---

**OVERVIEW OF CAREER AT BIG NEWS, Akron, Ohio**  
**Senior Editor, Group 1, 2004-2009/Editor, East Group, 1989-2004**

***Management:***

- Oversaw eight award-winning suburban weekly newspapers (total circulation of 40,000)
- Directed coverage of 32 communities, 13 school districts and three counties
- Trained, motivated and hired staff of 18 reporters, editors, editorial assistants, and six freelancers
- Planned and coordinated regional enterprise stories
- Planned and led periodic staff retreats
- Directed Holiday Gift Guide and advertising tabs
- Supervised East Office web site and convergence

***Writing***

- Composed eight editorials a week and a weekly column that appears in all 22 Sun editions
- Wrote periodic features and sports stories
- Compiled a weekly column of news briefs from staff

***Production***

- Designed and laid out all eight front pages and hard news sections weekly
- Wrote headlines
- Assigned and chose photos for all publications

***Community Leadership***

- Analyzed elections on live television for WKYC, WEWS and WVIZ
- Appeared on WCPN radio, WVIZ-TV media roundtables and WTAM's "Mike Trivisonno Show"
- Led an editorial campaign to reform Ohio's school funding method
- Spoke frequently at community events

- Organized and met with community advisory boards
- Represented Sun News at civic functions and professional meetings
- Interacted regularly with readers and the general public
- Maintained relationships with state and local officials, and community leaders
- Named "One of Cleveland's Top Ten Journalists" by *Scene* magazine, 2001

### ***Professional Leadership***

- National Federation of Press Women
  - \* Secretary 2005-2006
  - \* Second vice president, 2008-present
  - \* National contest committee 1998-2002
- Ohio Newspaper Association
  - \* Weekly Newspaper Committee, 2000-present
- Ohio Professional Writers
  - \* President, 1994-2000
  - \* Contest chair 1998-2000, 2006-present
- Society of Professional Journalists, Cleveland Pro Chapter
  - \* First Vice President 2001-2002
  - \* Second Vice President 1999
  - \* Board of Directors 1998-2007
- International Association of Business Communicators, Cleveland
  - \* Board of Directors 1984-1985
- Chagrin Valley Chamber of Commerce, Chagrin Falls, OH
  - \* Board member, 1991-96
- St. Martin's Episcopal Church, vestry, 1995-98

### ***Key Accomplishments***

**\* First editor in the history of *Big News* to be given responsibility for eight papers**

#### ***Leadership Accomplishments:***

- The Chagrin Herald Sun won General Excellence in the Ohio Newspaper Association's Hooper Show nine times
- The Chagrin Herald Sun was named Ohio's best non-daily by The Press Club of Cleveland two times (1991, 2003)
- The Sun Press was twice named Ohio's best non-daily by the Society of Professional Journalists (2000, 2002)
- The Chagrin Herald Sun and The Sun Press tied for Ohio's best non-daily in the Press Club contest (2003)
- Solon Herald Sun reporter Bob Sandrick beat writers of Ohio dailies in competition
- Honored as "embedded Christian" on a Jewish Community Federation trip to Israel in 2003 and wrote a series of columns about that trip
- Wrote a series on columns on South Africa after a two-week trip there in 2003

#### ***Innovations***

- Launched award-winning "Reflections" column, which appeared in all 22 Sun News editions
- Created assortment of short items in tune with today's "drive-thru" readers
- Tackled controversial topics, including the launching of an editorial campaign to reform the way Ohio funds its public schools

## REMAINING EDITORIAL AND JOURNALISM WORK HISTORY

**Ursuline College, Pepper Pike, Ohio, 2004 – Present/Adjunct Faculty (journalism)**

**Mt. Sinai Medical Center, Cleveland, Ohio 1988-1989/Communications Specialist**

- Produced and wrote brochures and served as editor of "Spectrum" monthly employee newsletter
- Maintained media relations and planned the annual Kids Health Fest at Beachwood Place

**New Cleveland Woman Magazine, Cleveland, Ohio, 1987-1988/Editor**

- Produced 15-page woman's monthly tabloid
- Hired freelancers; planned content, edited copy, supervised layout and design
- Planned content
- Edited copy and wrote a monthly column

**Cuyahoga Community College, Cleveland, Ohio 1986-87/Public Relations**

- Produced employee newsletter, brochures, and conducted media relations

**Chessie Systems Railroad, Cleveland, Ohio 1981-1985/Editor**

- Produced "Chessie News" monthly for 30,000 employees in 13 states
- Created internal brochures and newsletters
- Wrote speeches for the president

**Sun Newspapers, Cleveland, Ohio 1972-1981/General Assignment Reporter**

**Purdue University News Service, Lafayette, Indiana 1970-1972/Editorial Assistant**

## EDUCATION

Bachelor of Arts in English, Michigan State University (graduated with honors)

## AWARDS

**Please see attached**