

Toni McQuilken
14 Robinson Dr.
Shirley, NY 11967
(904)536-0340 • toni@tonimcquilken.com

- Profile** An experienced editor, writer and copy editor willing to do whatever it takes to get the job done right and on deadline.
- Education**
- Masters Degree in Business Administration** Graduated: Nov. 2005
University of Phoenix, Online Campus
- Bachelor of Arts Degree in Communications** Graduated: Dec. 2000
Flagler College, St. Augustine, FL
Minors: English and Creative Writing
- Publishing Experience**
- Managing Editor, *Hotel Business*** July 2010 – Sept. 2011
Bi-Weekly Trade Magazine, ICD Publications
- Writing 3-4 bylined articles per issue.
 - Attending industry events, local and national, covered by the publication, producing write-ups for each.
 - Editing pages, making cuts to fit the space available, copy editing stories and ensuring that the book goes out on deadline.
 - Finding images for all necessary articles and cover shots.
 - Maintaining a working relationship with many industry associations and contacts, and helping plan issue coverage and stories.
- Editor, *Printing News*** March 2005 – June 2010
Weekly Newspaper, Cygnus Business Media
- Promoted from Associate Editor in January 2008.
 - Planning and assigning all issues of the weekly publication.
 - Planning and maintaining the editorial budget.
 - Writing a minimum of one bylined article per month.
 - Collecting and writing all departments, including the products, calendar of events and careers section; also writing most news items used throughout the book.
 - Attending all industry events, local and national, covered by the publication, producing write-ups for each.
 - Editing weekly pages, making cuts to fit the space available, copy editing stories and ensuring that the book goes out on deadline.
 - Finding images for all necessary articles and cover shots.
 - Maintaining a working relationship with many industry associations and contacts, and helping plan issue coverage and stories.
- Editor, *TONE Photo and TONE Audio*** Aug. 2005 – Jan. 2009
Online PDF Newsletters
- Helped launch both newsletters and continue to maintain responsibility for their regular publication on a freelance basis.
 - Finding story ideas, writing articles, editing for content, copy editing and shaping the general direction of both publications.
- Associate Editor, *Digital Output and Digital Queue*** Dec. 2001 – Feb. 2005
Monthly Magazine and Weekly Newsletter, Doyle Group
- Wrote feature articles; compiled and edited news, products and contributors sections; and created table of contents.
 - Prepared weekly online newsletter—writing content; editing and proofing all articles; approving final version for distribution.
 - Proofed PDFs and bluelines; brainstormed story ideas, lineups and covers; worked with freelance writers to develop stories and provide appropriate art; fact-checked stories; organized incoming and outgoing editorial; and organized and compiled materials for editorial contests.
 - Organized and updated buyers' guide database, as well as created and edited the annual buyers' guide issue.
 - Compiled contacts and created numerous charts throughout the year.
 - Promoted from assistant editor position in Nov. 2002.

Associate Editor, *Chiropractic Economics*
Monthly Magazine, Doyle Group

Nov. 2002 – Feb. 2005

- Assigned to second magazine following promotion, performing same duties for *Digital Output* and *Chiropractic Economics* simultaneously.

***Special
Skills***

- Extremely technically oriented and computer-literate.
- Proficient in the use of Microsoft Word, PowerPoint and Excel; Adobe InDesign, Acrobat, Illustrator and PhotoShop; QuarkXPress; HTML 4; and other programs and applications for both the Mac and PC.