

Mark Slabinski

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EXPERIENCE

SOURCETEK/CONFLUENCE (FINANCIAL AND REGULATORY PUBLISHING COMPANY; CLIENTS INCLUDE BLACKROCK, JPM, AND PIMCO) **Publishing Consultant - 1/16 - Present**

Created annual and quarterly reports for clients and provided support for live document releases. Compiled documentation, created visual aids, and designed layouts of reports, ensuring consistency with clients' style guidelines. Highlights include:

- ❖ Wrote technical documentation guides in the form of client process documents, user guides, and wrote scripts for a video training series for a piece of proprietary internal software.
- ❖ Developed visual aids and graphical representations to assist in communicating financial reports/financial status of client companies to their shareholders. Created multi-page InDesign layouts mirroring client-branded style guidelines.
- ❖ Helped implement over 1000 funds for our clients, convincing them to subscribe to our service program, generating a total of over 2.3 million dollars in additional revenue for the company in licensing fees for the upcoming year.

FREELANCE (COPYWRITING AND NARRATIVE. CLIENTS INCLUDE FANTASY FLIGHT GAMES, COUNTERPLAY GAMES, AD ASTRA GAMES) **Writer - 6/15 - Present**

Wrote content on contract, including narrative content, copywriting, educational writing, and entertainment criticism.

- ❖ Worked with established names in the gaming world as a narrative writer and story consultant.
- ❖ Developed outlines, budget plans, and delivery schedules for written content. Worked with clients to implement writing feedback from multiple revision rounds, and justified my creative decisions to clients in design documents.

FANTASY FLIGHT GAMES (BOUTIQUE BOARD GAME DEVELOPER, PARTNERS INCLUDE GAMES WORKSHOP AND DISNEY) **Production Intern - 2/15 - 5/15**

Chosen to participate in Fantasy Flight's comprehensive product development program. Learned all aspects of traditional games publishing, developed play-test mockups, and worked with lead a producer for war games. Highlights include:

- ❖ Worked on a team tasked with designing a store demo kit to help promote a game, worked on designing a scenario that would allow unfamiliar players to rapidly gain an understanding of the game.
- ❖ Copy-edited and revised rules, manuals, and component copy of games in development to ensure consistency and clarity of language. Provided design input for the visual layout of the documentation of the games *Runebound 3rd Edition* and *Fury of Dracula*.

SHERPA SOFTWARE (FINANCIAL AND REGULATORY PUBLISHING COMPANY; CLIENTS INCLUDE BLACKROCK, JPM, AND PIMCO) **Publishing Consultant - 1/14 - 1/15**

Scheduled training meetings and prioritized customer concerns. Guided clients through any technical issues that did not require a scheduled meeting. Maintained client database and kept a strict schedule of following up on open items.

- ❖ Copy-edited and revised existing official technical documentation, updated graphics, visual aids, and screenshots.
- ❖ Wrote for the bi-monthly client newsletter on topics of note in the world of digital security and data retention.

ANIMAL MEDIA GROUP (FULL-SERVICE DIGITAL MEDIA PRODUCTION AND PUBLISHING FIRM) **Publishing Intern - 8/13 - 12/13**

Worked on demo scripts and demo commercials, worked on copy editing of scripts for clients as part of the pitch process. Wrote press releases and performed client research for the company. Revised author manuscripts and reported directly to the Head of Publishing.

- ❖ Worked with the creative lead to produce a commercial as part of a campaign for a high-profile healthcare company.
- ❖ Compiled research for the YA books *I Was Picked*, *Nobody's Girl*, *Half-Dead Roadkill*, and *The Hockey Saint*.

EDUCATION

CARNEGIE MELLON UNIVERSITY - PITTSBURGH, PA

Bachelors of Arts in Technical Writing and Creative Writing - 5/13

SKILLS

Fluent in Spanish, intermediate French; Extensive experience in Adobe CS (InDesign, Illustrator, and Photoshop), Content Management Systems (Visual Studio, Wordpress, SQL), knowledgeable in HTML and CSS. Video and audio editing, Sony Vegas Pro 12 and Camtasia. Microsoft Office Suite (Outlook, Word, Excel), Technical Documentation (DITA Frameworks).