

**kriz bell**

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510.908.0230

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**aim & objectives:**

To apply and develop my talents as a writer and project manager.

To generate and increase revenue by branding and expanding offerings through creative and other outside the box strategies.

**writing & editing work:**

**Freelance Writer**

*January 2001 to present*

San Francisco, Ca.

Branding, brochures and all relevant collateral; publicity and related campaign assets including press releases, pitch materials, LOI and grants; from lengthy prose for print to taglines, loglines and web copy and the requisite research. Film, music, high-tech, local and corporate businesses as well as agency assignments.

**Operations Coordinator**

*October 2007 – October 2008*

Mediavision.com

Redwood City, Ca.

Responsible for gathering all user requirements to create documentation, project-manage development of Enterprise Sharepoint application. Wrote and edited all policy and procedural documentation for Operations department, including CMS development user-guide.

**Personal Assistant**

*January 1985 to March 1990*

Terry McMillan

Writing, coordinating, project managing EVERYTHING in her public, professional and personal life. Wrote web copy for [www.terrymcmillan.com](http://www.terrymcmillan.com)

**skills & qualifications:**

Keen communicator: listening, hearing and translating into tactical work plans that incorporate the latest appropriate tools and technology for the job. Broad network of creative and technological talents- if I don't know it, I can learn it or I know somebody who does.

**education:**

**UCB Extension**

*Grammar for Editors  
& Technical Writing*

Spring 2008

**Mills College**

*BA English Literature  
& Composition*