

# David St. Clair

email: [dstclair82@yahoo.com](mailto:dstclair82@yahoo.com) | cell phone: 818.620.7490  
website: <https://www.davetheeditor.com>

## Profile

Writer/Editor with a strong background and a meticulous attention to detail. Skilled at creating original content that maximizes clarity, interest and marketability. I have experience in technical writing, copywriting, creative writing and proofing. I am well versed in all formatting and styles.

## Core Proficiencies

Technical writing and editing	Creative writing
Copywriting and proofreading	Creating fresh ideas for marketing materials
Proficient in PC and Mac software/applications	Data entry

## Experience

**WRITER/EDITOR | June 2009 to current**  
**FREELANCE - online and various locations**

- Made dramatic improvements to grammar, style and structure for fiction works that generated active interest from publishers and agents
- Writing and editing technical documents and textbooks
- Increased traffic at client websites by creating meta descriptions, improving SEO and optimizing visual appeal and ease of navigation
- Writing and editing medical documents, procedures and equipment descriptions

**TECHNICAL WRITER/EDITOR/OFFICE SUPPORT | September 2015 to January 2020**  
**ALBA ENTERPRISES - San Jose, CA & Los Angeles, CA**

- Increased client base by designing marketing materials
- Copywriting, editing and proofreading office and technical documents
- Project management and multitasking

**ASSISTANT BOOKSTORE MANAGER | September 2009 to August 2015**  
**PALMER COLLEGE - San Jose, CA**

- Standardized procedures and reduced costs and student customer wait times
- Edited and duplicated student readers
- Organized and implemented a new computer system to process and track orders

**ADMINISTRATIVE ASSISTANT | October 2006 to September 2009**  
**PIONEER LENDING GROUP - Glendale, CA**

- Created graphic designs for posters, signs and marketing materials
- Rendered outstanding customer service

## Education and Training

- California State University, Northridge | B.A. in Cinema Televisions Visual Arts - Screenwriting Option | Minor in English (2008)
- The Creative Copywriter Academy | Certificate

## Websites, Portfolios, Profiles

- Personal website with project samples: <https://www.davetheeditor.com>
- Writer/Director of the award-winning short film *Red Tape*: <https://www.redtapeshortfilm.com>
- LinkedIn profile: <https://www.linkedin.com/in/davestclair82>