

LEE ADAM CRANDELL

CHICAGO, IL

CRANDELL@GMX.NET

EXPERIENCE:

COMMUNICATIONS

- Write and edit press releases, e-newsletters, articles for the monthly journal, website material and general membership communications for the Congress for the New Urbanism
- Edit *Malls into Mainstreets*, the third in a series of studies on the redevelopment of dying malls into mixed-use neighborhoods, by the Congress for the New Urbanism
- Track news clips for the Congress for the New Urbanism
- Oversaw production of press releases from editing to distribution, keeping close contact with clients, other editors and other departments to ensure maximum exposure and satisfaction with service as editor for PR Newswire
- Guided clients in assembling feature stories to ensure maximum media pickup of stories as regional features coordinator for PR Newswire
- Educated clients on PR Newswire services as editor for PR Newswire
- Learned document reformatting, proofreading, editing and publication preparation as assistant editor for the book *Scandalous Truths*
- Edited and wrote business proposals as office assistant
- Developed German proficiency through study in America and living, studying and working in Germany

LEADERSHIP/ADMINISTRATIVE

- Manage the creation of an online planning database for the annual Congress and help administer cnu.org for the Congress for the New Urbanism
- Coordinated between multiple departments to fulfill client queries and investigate client complaints as editor for PR Newswire
- Coordinated between the local bureau and the Feature Desk as regional features coordinator for PR Newswire
- Proposed and worked toward setting into motion a new set of procedures to improve efficiency in the operation of the Feature Desk at PR Newswire
- As assistant festival director, assisted the festival director in assembling the festival schedule, managing student employees, and coordinating with and hosting visiting acting companies

WORK HISTORY:

communications coordinator, Congress for the New Urbanism, Chicago, IL, August 2004 - present
editor, regional features coordinator, PR Newswire, Chicago, IL, December 2002 - July 2004
assistant festival director, internship at the Department of Culture in Neuss, Germany, May 2002 - July 2002
assistant editor, internship for *Scandalous Truths: Essays by and about Susan Howatch*, February 2002 - April 2002
office assistant, laborer, Edwin A. & John O. Crandell, Inc., West River, MD, Summers, 1996-1998

COMPUTER SKILLS:

Macintosh and Windows Operating Systems, Microsoft Office, Lotus Notes, FileMaker Pro, Adobe Photoshop and Illustrator, HTML, and Macromedia Flash and Dreamweaver

EDUCATION:

James Madison University, Harrisonburg, VA
Bachelor of Arts in English, May 2002
University of Maryland University College, at Schwäbisch Gmünd, Germany
Semester Abroad, January 2001 - May 2001