

Gretchen A. Kalwinski

gretchen.kalwinski@gmail.com

Editor and writer with ten years experience creating compelling print and web materials for arts and culture magazines, websites, nonprofits, and literary organizations. Solid reputation as a self-starter with strong project management and event-planning skills. Adept and dynamic public speaker, presenter, and media personality.

Work History

Freelance Writer and Editor, 7/00 – Current

- Magazine writing: *Chicago Reader*, *Time Out Chicago*, *Venus Zine*, *Stop Smiling*, *UR Chicago*, *Punk Planet*, and the *Northwest Indiana Times*.
- Copy-editing and proofreading: *Time Out Chicago*, *Stop Smiling*.
- Technical writing and editing: Vosges Haut Chocolat, the National Restaurant Association, and Ancilla Systems International.

Co-Founder and Editor of literary website *Literago.org*, Chicago, IL 2/07 – Current

- Founded and edit literary website named one of the “171 Great Chicago Web Sites” by *Chicago Magazine* and praised by *Lonely Planet Chicago*.
- Planned and curated literary readings for 50-100 attendees.
- Featured speaker at Printers Row Book Fair, June 2009.

Associate Features Editor, *Time Out Chicago*, Chicago, IL, 7/07 – 4/09

- Conceptualized, wrote, and edited Features stories for National Magazine Award finalist.
- Hired, coached, managed, generated contracts for, and paid staff writers and freelancers.
- Established and maintained copy flow schedules and quarterly freelance budgets.
- Panelist/judge for local programming (Newberry Library’s Bughouse Square Debates, WGN radio).

Permissions Coordinator, *Poetry Foundation*, Chicago, IL, 10/06 – 7/07

- Partnered with IT staff to initiate permissions process for 6,000+ poems on Webby award-winning site.
- Managed copyright requests for national and international literary publishers and estates.

Program Coordinator, *American Library Association*, Chicago, IL, 5/02 – 7/05

- Coordinated all aspects of biannual library trustee events (300–400 attendees).
- Wrote and edited press releases and web copy; managed launch of e-newsletter.

Bookseller/Returns Manager, *The Booksmith*, San Francisco, CA, 8/00 – 2/02

- Responsible for customer service and sales at independent bookstore.
- Supervised publisher returns, including inventory, shipping and receiving.

Editorial Assistant, *University of Chicago Press*, Chicago, IL, 5/99 – 5/00

- Maintained confidential manuscript review and tracking process for *American Journal of Sociology*.
- Copy-edited and proofread office correspondence and journal index.

Education

Indiana University, Bloomington, IN. BA in English/Speech Communication. 12/97.
Northwestern University, Chicago, IL. M.F.A. in Creative Writing (Fiction). (Current.)

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Related Experience

- **Television panelist, Chicago Tonight, Chicago, IL, 12/09**
-Guest appearance as literary advisor for book-recommendation roundtable on public television.
- **Guest instructor, Columbia College, Chicago, IL, 11/08**
-Presented information and led class discussion about effectively pitching articles to magazines.
- **Editorial intern, Venus Zine, Chicago, IL, 9/05 – 12/05**
-Wrote articles, fact-checked, and copy-edited for women's DIY music and lifestyle magazine.
-Hosted video-podcast at a DIY craft fair, later published and distributed on media channels.
- **Mentor, Gallery 37, Chicago, IL, 5/02 – 8/02**
-Met regularly with students to discuss and advise on literary career track via this nonprofit youth job training program for the arts.
- **Board member, Women Writers Conference, Chicago, IL, 4/98 – 9/00**
-Organized, booked authors for, and fundraised for annual literary conference.
- **Volunteer, Guild Complex, Chicago, IL, 11/98 – 10/04**
-Planned and organized events including literary readings, performances, and lectures.

Related Skills

- **Technical Writing:** Extensive experience in business, academic, creative, and technical contexts.
- **Proofreading and Copy-Editing:** Chicago Manual of Style and AP Style. Earned copy-editing certification at University of Chicago Graham School, (March 2000).
- **Typing:** 60 words per minute.
- **Software and Desktop Publishing:** Most PC and MAC platforms, advanced email and social networking, and web research, content management systems, Microsoft Office, Filemaker Pro. Basic Dreamweaver and HTML.
- **Project Management:** Ten years experience coordinating publications, programs, and literary events.
- **Event-Planning:** Hospitality, literary, and large-scale events.

**** *Writing clips and portfolio available upon request.*