

Mark E. Levy
61 Park Street 10J
Brookline MA 02446
(617) 731-4176
marklevy@theworld.com

OBJECTIVE

- Part-time position

HIGHLIGHTS OF QUALIFICATIONS

Online & Desktop Publishing

- Professional freelance web page development and/or maintenance for clients like the Brookline Community Foundation, [Brookline PAX](#), [Hargold Music](#), [Jewish Women's Archive](#)
- Desktop publishing for America Walks, WalkBoston, Brookline Community Fund and other clients
- Volunteer computer skills instructor at Jewish Vocational Services, Boston
- Successfully taught *Create Your Own Web Page* at Newton Community Education

Writer/Editor

- Over fifteen years proven experience
- Have successfully written articles for clients like *Advance - A Newsletter for the Future of Boston College*; Harvard Business School *Bulletin*, Boston University Computer Career Programs
- Have written, edited, done layouts & prepared for printing a wide variety of materials including: newsletters, newspaper ads, direct mail and brochures for clients like WalkBoston; Brookline Community Fund; Boston University Center for Psychiatric Rehabilitation
- Excellent written and oral communications skills

PROFESSIONAL EXPERIENCE

- **1985 to Present:** Freelance writing, editing, page layout and computer assistance

OTHER SKILLS

- Experienced Macintosh, DOS, Windows user - some UNIX experience
- Solid Microsoft Office skills
- Able to write, edit and layout documents using Adobe PageMaker 6.5, Microsoft Publisher, QuarkXPress, Microsoft Word
- Prepare online documents using BBEdit, Dreamweaver & Adobe Acrobat
- Able to maintain mailing lists and other database applications in both Windows and Macintosh environments using Microsoft Access and FileMaker Pro

EDUCATION

Continuing Professional Education

- Boston University Software Certificate Program January, 2002-January 2003
- Boston Center for Adult Education Advanced Web Page Design Page Layout using QuarkXPress

Academic Background

- M.A., Brown University, Providence, Rhode Island 1976
 - Major: English and American Literature
- B.A., Yale University, New Haven, Connecticut 1970
 - Major: English

COMMUNITY INVOLVEMENT

- Delegate democratic State Convention 2000, 2001
- Brookline Town Meeting Member 1984-2002
- Brookline Friendly Society “outstanding community volunteer 1997
- Town of Brookline Advisory Committee 1989-1996
 - Finance Chair 1994-1996
- Brookline Housing Advisory Board 1986-1987
 - Chair, 1987

WRITING SAMPLES:

- http://www.theworld.com/~MarkLevy/writing_samples/

REFERENCES: Available on request