

## Christopher HOLT

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**Online communications professional** with over 10 years of experience; master's degree in multimedia journalism (May 2013); overseas/international development experience includes Peace Corps, Turkmenistan, OECD (Paris, France), and USAID (contractor, DC). Relevant technical skills and experience include:

- **Web communications:** Large-scale building of websites via CMS migration and redesign projects; Web content production and management, HTML/CSS; social media.
- **Interactive maps and visualization:** Creation of interactive charts, timelines and maps; infographics; data cleaning with Excel and RegEx/GREP.
- **Multimedia:** Hands-on experience in video production, audio recording and editing, audio slideshows and photography.
- **Writing and editing:** Production of material such as Web content, reports, newsletters and marketing material in compliance with editorial standards (in-house, AP Style, etc.).
- **Print production/desktop publishing:** Managed print production projects using external vendors; used InDesign to layout newsletters, brochures and other marketing material.

### WORK EXPERIENCE

01/2012 - current      **Web Producer/Social Media Editor**, J-Lab – The Institute for Interactive Journalism (Washington, DC)

Manage J-Lab.org and J-Lab affiliate sites, including kcnn.org and NewMediaWomen.org.

- Create new content and maintain existing content; render lists (of nonprofit media funders, news startups, etc.) in Google tools such as spreadsheets and Fusion Tables.
- Adapt and package J-Lab print publications for online posting.
- Update design, content and navigation on J-Lab sites; check sites for quality assurance;
- Manage social media sites such as Facebook, Twitter, LinkedIn and Google Plus.
- Create HTML-formatted e-newsletters; AP Style guidelines.
- Monitor and compile Web analytics for reporting to grant funders.
- Perform basic web development in WordPress and ExpressionEngine (EE); migrate old EE sites into new WordPress CMS

03/2010 - 01/2011      **Communication and IT Coordinator**, Organisation for Economic Cooperation and Development (Paris, France)

**Responsible for all communications, IT, and Web issues for 80 people in tax policy center.**

- Managed SharePoint and external Web site; monitored Web metrics; cleaned metadata.
- Coordinated publications, including layout and editing, and print production.
- Used Adobe CS4 to produce flyers, brochures and other marketing material.
- Created periodic email alerts; produced weekly internal newsletter.
- IT duties included procurement, inventory and basic troubleshooting.

01/2008 - 12/2008      **Web Services Contractor**, Aquent Staffing (Washington, DC)

Contractor for projects in content management system (CMS) migration and content management:

- Worked under pressure of tight deadlines with editors, designers, developers and external vendors to migrate Web sites into new CMSs.
- Edited and reorganized content for new sites; tested new CMSs for bugs and usability; liaised with technical teams for bug reporting and fixes; trained staff on new CMSs.
- Managed content for existing Web sites; worked with outside Web site vendors.
- Clients included Hanley Wood, the SEIU and National Education Association.

01/2007 - 09/2007     **Communications Editor**, Georgetown University (Washington, DC)

Created marketing material for the School of Foreign Service including School's first alumni newsletter:

- Researched and conducted interviews for newsletter articles; coordinated with print and design vendors; disseminated to over 10,000 alumni by email and direct mail.
- Designed advertisements, posters, brochures and flyers using Adobe CS3.

10/2005 - 12/2006     **Communications Specialist**, USAID (Washington, DC)

Supported communications for multiple stakeholders at U.S. Agency for International Development (USAID)/Africa programs (contracted via The Mitchell Group):

- Produced the 2006 Annual Report, Strategy Statement and Cong. Budget Justification.
- Created fact sheets, newsletters, and brochures in InDesign including a 16-page brochure to highlight economic growth activities in Africa and an 8-page brochure describing agriculture programs in West Africa.
- Collaborated with freelance graphic designers; liaised with external print vendors.
- Assured compliance with USAID style guidelines and branding requirements.

03/2002 - 04/2005     **Sr. Program Assistant**, The National Academies (Washington, DC)

Supported international science and technology policy (S&T) with Policy and Global Affairs Division:

- Administered USAID-funded study of S&T policy at USAID; coordinated intensive review process for report with recommendations to improve role of S&T in U.S. development assistance; traveled to the Philippines to research USAID activities in energy sector and wrote 12-page field report of activities and findings.
- Escorted U.S. scientists to Russia for scientific exchange program; traveled to Tunisia for water conservation workshop between U.S. and Iranian scientists.
- Editing technical content for broader accessibility and posted on Web site.

09/1999 - 09/2001     **English Teacher**, U.S. Peace Corps (Turkmenistan)

- Taught English to grades 4-9 at local school; created, planned and supervised English immersion camp for 75 students; secured resources for English language resource center at local college; qualified as high-intermediate in spoken Russian (ACTFL).

#### EDUCATION and TRAINING

**American University, School of Communication:** Master of Arts, Journalism and Public Affairs, Interactive Journalism program (*May 2013*)

**Hamilton College:** Bachelor of Arts, Communication Studies (*May 1997*)

**USDA Graduate School:** Copyediting (*Fall 2004*); Intermediate Russian II (*Winter 2003*)

**Cours de Civilisation Française de la Sorbonne:** (Spring 2010), Paris, France

#### IT SKILLS

**Software:** Adobe CS5, Office 2011, SoundSlides; Audacity; Final Cut Pro X; Google Analytics; MS Office; **CMS:** WordPress, ExpressionEngine, SharePoint, and others; **Coding:** HTML, CSS, jQuery, JavaScript; **DATA:** RegEx/GREP; Google Fusion Tables, FileMaker Pro, GeoCommons

#### LANGUAGES

**French:** intermediate reading and basic oral; **Russian:** basic oral; **German:** basic oral and reading