

# Daniel Higgins

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## Professional Summary

- Experienced editor and writer with project management skills and the ability to adapt to the evolving environments within technology and industry.
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## Experience

### Fitch Ratings (June 2013–Present)

- Editor for the financial securities rating company's U.S. and Latin American Corporate Finance, Public Power, Insurance and Global Infrastructure departments.
- Fast-paced environment with attention to AP Style, company style and industry jargon.
- Working with multiple reports on deadline in workflow management system used by financial analysts (authors), graphic artists and editors.
- Manage 300-400 page compendiums (handbooks), which requires cooperation between analysts and the graphics team, while performing the usual tasks of editing and organizing the flow and appearance of the books.
- All projects involve editing in Word, Excel and Power Point; reports and books are converted to PDFs for online publication.

### American College of Healthcare Executives (March 2012–June 2013)

- Editor in Division of Communications and Marketing for non-profit association of health care executives.
- Managed the editorial content of ACHE website, including online communications, e-marketing, newsletters, cluster brochures, print journals, Healthcare Executive magazine and annual reports.
- Editing, proofreading and copywriting, using AP style.

### Chicago Public Media (June 2011–February 2012)

- Freelance project for Chicago non-profit media organization (WBEZ, Vocolo.org) archiving audio files for the American Archive – public broadcasting's comprehensive archive of radio and television programming, ensuring its collection, management and preservation.

### American Library Association (May 2007–July 2009)

- Production editing, copy editing, proofreading for non-profit association.
- Print editing of ALA journals: Knowledge Quest, Young Adult Library Services, Children and Libraries.

### Frankel. (Arc Worldwide) (February 2001–December 2006)

- Communications, copywriter, content manager for global marketing services agency.
- Wrote copy for all-agency communications, newsletters, emails and voice mail.
- Researched, edited and managed content for the Financial Services intranet website.
- Monitored and entered expense report data.

### Various Freelance Work (April 2007–March 2014)

- Writing, editing, content management and proofreading for various companies and websites, including Orbitz, Discover, VSA Partners, Chicago MetBlogs, Spacetacular Design, Examiner.com, Customore and Web to Med.
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## Core Qualifications

- Diverse editing and writing experience for financial companies, non-profit associations, global marketing agencies and small design firms.
  - Independent and reliable, with strong interpersonal and communication skills.
  - Proficient in AP Style, Chicago Manual of Style, Mac and PC, MS Office.
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## Education

- University of Chicago Graham School — Basic Manuscript Editing (Chicago Manual of Style)
- St. Norbert College — B.A., English Major, Philosophy Minor