

THEA GRAY

thea@theagray.com ★ 415.794.4527 ★ www.theagray.com

CONTENT DEVELOPMENT

Produce clear, elegant copy—and coax the same from others

- Work comfortably across platforms, including web and email, video, apps, and print
- Write and edit content for a variety of uses and formats, including instructional materials, such as FAQs, user manuals, quick-start guides, and specialty magazine articles; video scripts; event materials, brochures, and newsletters; scientific conference materials; and sales training tools and backgrounders
- Cover topics ranging from science, medicine, and tech to furniture design, writing skills, and travel
- Address both general and specialty audiences, which have included software engineers and purchasing agents, patients and healthcare providers, and readers of a variety of magazines and scientific journals

MANAGEMENT AND COLLABORATION

Encourage and maintain open communication with colleagues and clients to enhance collaboration

- Help develop accurate, compelling communication and marketing materials by working with faculty and other subject-matter experts, collaborating closely with writers and editors, designers, and creative directors, and negotiating with program and account managers
- Managed staff writers for production and continued improvement of weekly email tech newsletter (circulation 75,000); devised new features that retained and consistently increased readership
- Managed full-time and freelance editors in fast-paced environments, screened and hired new staff, and mentored employees—including administering an employee's performance improvement plan
- Led weekly meetings with project managers to manage the editorial resources for their projects

QUALITY CONTROL AND PROCESS IMPROVEMENT

Tackle procedural obstacles and streamline processes to deliver high-quality results in less time

- Ensure accuracy prior to legal, regulatory, and other review with research and fact checking
- Research industry language trends to help arbitrate corporate style issues and determine site nomenclature, and created client-specific style guides that enhance clarity and consistency
- Orchestrated development of a database to manage a complex publication plan and, over time, improved its functionality and developed new layouts and reports to meet the client's needs
- Developed and implemented procedures that improved quality, consistency, and speed of editorial reviews and that improved manuscript version control and reference retrieval

OTHER SKILLS

Keep a cool head while solving problems and help create enjoyable experiences

- Produced videos for in-house meetings—contributing to script-writing and handling all sound mixing, visuals editing, and animations
- Host knitting classes and organize annual knitting retreats; develop all classroom and promotional content (eg, brochures, websites, and social media), handle contracts for facilities and finances, manage registration, and coordinate staff
- Managed scheduling, accounting, and basic daily upkeep of former Governor Jerry Brown's nonprofit

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EMPLOYERS

Nucleus Global, SF, CA	2020-present	Freelance writer and editor	2006-2010
Olivia Travel, SF, CA	2019-2020	IntraMed West, SF, CA	2004-2006
Nucleus Global, SF, CA	2013-2019	ApotheCom, Oakland, CA	2001-2004
Giant Creative Strategy, SF, CA	2010-2013	Intraware, Inc, Emeryville, CA	1998-2000
Knitting on the Coast (own co.)	2008-present		

EDUCATION AND CERTIFICATION

- Bryn Mawr College, BA in English, concentration in Feminism and Gender Studies; minor in Fine Art
- Certified by the Board of Editors in the Life Sciences
- Editcetera class, “Pesky Critters and Bugaboos of English Grammar,” taught by Amy Einsohn
- College of the Redwoods, 9-month Fine Woodworking Program under the direction of James Krenov
- Harvard Graduate School of Design, summer Career Discovery Program in architecture

PUBLISHED ARTICLES

Author:

- A shop-made scroll saw: an inexpensive solution for handling large work. *Woodwork*. 2006;8:64-69.
- The Furniture Society Conference. *Woodwork*. 1998;12:55-62.
- Classical Chinese furniture. *Woodwork*. 1998;10:43-47.
- Fabricating metal hardware for a Chinese-inspired cabinet. *Woodwork*. 1998;10:62-65.

Editor: Editor for countless articles published in peer-reviewed journals, including for the *New England Journal of Medicine* and *JAMA*