

Justin Katz

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Employment

David E. Michael Distinctive Homes—Middletown, RI (4/05–present)

Carpenter/Site Manager

- Progressed from inexperienced helper to lead carpenter within one year and site/project management within two years
- Culminated in a multimillion-dollar project entailing close work with architects and engineers, construction design and layout, materials management, scheduling and oversight of subcontractors, supervision of in-house carpenters, intricate carpentry work, and client interaction under a series of tight deadlines

Anchor Rising—Portsmouth, RI (11/04–present)

Contributing Administrator

- Daily operations of political Web log (blog), including Web site design and maintenance, promotions (including management of weekly radio spots), and content development

IDC (International Data Corp.)—Framingham, MA (11/99–5/07)

Copyeditor

Holy Trinity School—Fall River, MA (9/02–6/03)

Computer Teacher

- Design and teaching of curricula for grades K–8

Additional Experience

Tiverton Citizens for Change (www.tivertoncc.com)—Tiverton, RI (8/08–present)

- Founding participation in taxpayer political action committee (PAC), member of endorsement committee

University of Rhode Island (various departments)—Kingston, RI (9/98–5/99)

- Editing, graphic design, copywriting, technical writing, Web site–related tasks, and other activities involving informational materials for business, marketing, and promotional purposes

Computer Skills

Microsoft: Word, Excel, Powerpoint, Frontpage; **Adobe:** PhotoShop, Illustrator, Pagemaker, ImageReady, GoLive; **Quark:** QuarkXPress; **Macromedia:** Dreamweaver, Flash, Fireworks, Freehand; **Coda:** Finale; **Languages:** HTML

Book Production

Ambushed, 528 page nonfiction by Anne DuBose Joslin (Henley & Luce): internal page design, typesetting, and some editing
The Redwood Review (2002 & 2003), 144 & 192 page literary reviews (Timshel Literature): editing, internal page and cover design, grant proposals and ad sales, production, and typesetting, including online

Just Thinking, Volume I, 186 page column collection (Timshel Literature): author, editing, internal page and cover design, production, and typesetting

A Whispering Through the Branches, 344 page novel (Timshel Literature): author, editing, internal page and cover design, production, and typesetting

Tackling Moby-Dick, 86 page essay (Timshel Lit.): author, editing, internal page and cover design, production, and typesetting

Publications

Books: *Proud to Be Right* (collection; HarperCollins), *Just Thinking: Volume I, 10/29/01–10/21/03* (collection), *A Whispering Through the Branches* (novel)

Short prose (nonfiction and fiction):

Rhode Island Catholic (monthly column), *Providence Journal*, *National Review* (print & online), various other publications

Web Pages: anchorrising.com, dustinthelight.com, timshelarts.com

Poetry: *The Redwood Review*, *Syncopated City*

Education

The University of Rhode Island — Kingston, RI

B.A. in English ♦ Music Minor ♦ GPA: 3.86

Carnegie Mellon University — Pittsburgh, PA