

RUSSELL P. BONIFACE

SUMMARY

I am a dynamic writer and editor with extensive content management experience, adept at crafting engaging digital content, implementing SEO strategies, and ensuring 508 compliance. I excel in enhancing user experience and visibility while collaborating effectively with diverse teams to achieve impactful results.

WORK EXPERIENCE

Leidos/Lockheed Martin, Gaithersburg, Maryland/Remote **2012–2024**

WRITER/EDITOR/508 SPECIALIST

- Wrote digital content for the Department of Justice for 38,000 subscribers.
- Managed content production to improve visibility and optimize the user experience.
- Performed 508-compliant requirements for digital content across Department of Justice agencies.
- Edited digital content, including grant solicitations and proposals, reports, manuscripts, and technical journals.

American Society of Civil Engineers, Reston, Virginia **2011–2012**

WEB EDITOR

- Wrote up to three weekly digital articles covering engineering news and projects for 144,000 members.
- Interviewed engineers, policymakers, and members; generated story ideas; conducted research; procured images.

Editech Services, Reston, Virginia **2010–2011; 2002–2005**

WRITER/EDITOR

- Edited print and digital publications for Lockheed Martin, which included research and technical journals, grant solicitations, and flyers.
- Wrote, edited, and designed digital content for multiple clients with various business and editorial goals.

American Institute of Architects, Washington, D.C. **2006–2009**

ASSOCIATE EDITOR

- Wrote weekly digital articles for *AIArchitect* magazine covering architecture projects for 70,000 members; interviewed architects and policymakers.
- Managed editorial production schedule.

EEl Communications, Alexandria, Virginia **2000– 2001**

MANAGING EDITOR

- Wrote and edited digital articles on building design for the National Association of Real Estate Investment Trusts' *Real Estate Portfolio* magazine.

CONTACT

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SOFTWARE

- Microsoft Office
- Adobe Suite
- SharePoint
- Google Analytics
- Microsoft Teams
- Wix
- Drupal

AWARDS

Society of National Association Publications
2001 Excel Award, *Real Estate Portfolio* magazine.

APEX Award, *Schools in the Middle* magazine.

EDUCATION

Bachelor of Science
Communication Arts

Associate of Science
Business Administration

St. John's University
New York, NY

Additional Experience

National Association of Secondary School Principals, Reston, Virginia

3 years

MANAGING EDITOR

- Managed production and edited content for *Schools in the Middle* magazine for middle level principals and teachers.

USA Today, Arlington, Virginia

5 years

ASSISTANT EDITOR

- Wrote, edited, and designed a print and web daily lesson plan for schools that corresponded with *USA Today*.

Staten Island Register, New York, New York

2 years

WRITER

- Wrote news and feature articles that increased awareness of community issues.

FREELANCE

Interactive Content Services

- Wrote articles covering law.

Congressional Quarterly Roll Call

- Wrote a blog about how associations and nonprofits can increase advocacy and membership.