

# RUSSELL P. BONIFACE

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## 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 InDesign
- Photoshop
- Adobe Acrobat
- SharePoint
- Google Analytics
- Microsoft Teams
- Webex

## 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

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**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*.