

SUMMARY

- Innovative **publishing professional**, with over 20 years' experience producing business and legal informational periodicals and books
- Extensive expertise and experience in **computers and networks**; highly proficient in a multitude of off-the-shelf and custom applications and platforms
- Member of **Maryland Bar**
- Expertise in **editorial management and project development**, including product launches, implementation of marketing strategies, professional-conference coordination, and budget preparation and management
- Skilled communicator, with extensive experience **writing and editing** on complex issues for major publishers

**PROFESSIONAL
EXPERIENCE****INDEPENDENT CONSULTING & EDITORIAL SERVICES***(Legal Publications Specialist)*

Editorial, production, and technical services (digital and traditional) for the publishing profession and related clients. Recent projects include:

- Production of major legal treatise (*Kurzban's Immigration Law Sourcebook*) [including page design and formatting; substantive editing; preparation of subject matter index; preparation of tables of authorities (220 pages, including 10,000-cite case table), along with development of templates and macros to streamline process].
- Substantive indexing of immigration statutes and regulations.
- Development (including HTML editing) and distribution of electronic newsletters for law-firm clients.

AMERICAN IMMIGRATION LAWYERS ASSOCIATION, Washington, DC***Director of Publications***

Managed publications division of 10,000-member bar association, producing print and electronic practice resources for immigration lawyers and ancillary markets. Part of association's senior management team, meeting regularly with Executive Committee and Board of Governors. Developed new products, production efficiencies, and marketing strategies, with responsibility for approximately one-third of association's revenue.

Selected Accomplishments:

- Revamped association's showcase CD product, resulting in a multifold increase in subscription revenue and industry award for "Outstanding Achievement in the Area of Technology"
- Developed and launched additional successful product series, such as Occupational Guidebooks and "Toolbox" multimedia publications
- Redesigned "look and feel" of publications as well as method of prepress page composition.
- Developed, implemented, and enforced association's trademark and copyright policy
- Oversaw redesign of association's magazine, earning gold award from Society of National Association Publications

BERNAN ASSOCIATES, Lanham, Maryland***Managing Editor, Bernan Press, Legal Publishing Group***

Launched new division of company, producing a line of titles designed for professional market. Developed and implemented marketing strategies. Drafted P&Ls for products under consideration. Formulated front-end engine to capture editorial information and prepare it for book composition and manufacture. Worked with webmaster to design and implement Web page for department.

Selected Accomplishments:

- Established new legal-publishing department for government-information corporation
- Designed and produced a series of annually supplemented "Case Summary" hardbound books
- Conceived and developed necessary technology and workflow to produce new publishing database and resultant print products

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THE BUREAU OF NATIONAL AFFAIRS, INC., Washington, D.C.

Managing Editor, BNA Books Division

Managed production of approximately 40 law-related titles per year, with responsibility for creating and maintaining an editorial and production budget based on approximately \$5 million in revenues. Directed purchase of and provided advice regarding new publishing technology. Developed new products, including successful regulatory and statutory service.

Selected Accomplishments:

- Created Division's desktop publishing operation, reducing production time for suitable titles by months and saving several thousand dollars in composition costs for each title
- Brought demand-printing to Book Division, minimizing waste on frequently updated loose-leaf titles and enabling efficient publishing on a more frequent cycle

Managing Editor, Family Law Reporter

Produced weekly periodical surveying domestic-relations law across the nation.

Selected Accomplishments:

- Initiated and managed publication's semi-annual professional conference
- Created *Family Law Reporter's* "Tax Guide" to meet the challenges of competitor's new product
- Conceived, researched, and wrote custody jurisdiction booklet providing family lawyers an easy way to navigate complex issue of which court in a custody case has jurisdiction under federal and state law
- Automated procedure for electronic composition of weekly issue, which, in turn, became model for producing other BNA services

Supreme Court Law Editor, U.S. Law Week

General Law Editor, U.S. Law Week

Analyzed and reported on precedent-setting case law from across the United States; reported on U.S. Supreme Court oral arguments and constitutional law conferences; produced "Supreme Court Proceedings" section of *Law Week*.

Selected Accomplishments:

- Designed procedure, including programming and workflow modeling, for creating "Supreme Court Proceedings" section of *U.S. Law Week*, saving 10–15 or more editorial hours per week
- Conceived, programmed, implemented, and directed on-line service, "Supreme Court Today"
- Automated procedure for electronically compiling *Law Week's* "News Notes" section

Legal Index Editor

Abstracted and indexed legal periodicals and cases, supervised publication of U.S. Supreme Court tables, and directed improvement efforts for the publications, which included *The United States Law Week* and *BNA's Patent, Trademark & Copyright Journal*.

MARYLAND-NATIONAL CAPITAL PARK & PLANNING COMM'N, Silver Spring, MD

Legal and Legislative Analyst

Analyzed Commission's legislative needs and desires, drafting new laws and amendments. Performed legal research focusing on Commission administrative law affairs, criminal law, land-use law, and related fields. Drafted pleadings, interrogatories, and memoranda of law.

**BAR
MEMBERSHIPS**

Admitted to Maryland Bar

EDUCATION

J.D., University of Baltimore School of Law
Member, ABA Section of Science and Technology

B.A., General Science, University of Rochester (Regents scholar)
Certified to teach college preparatory physics and mathematics