

John Montesdeoca

(John Montey)

Boston, MA 02118
Mobile: 415-407-6267

john@johnmontey.com
www.johnmontey.com

PROFILE

Experienced creative professional proficient in research, written and visual communication, editing, and digital publishing. Strengths include:

- Clear thinking under pressure
- Complete attention to detail
- Enthusiasm for new ideas or techniques; can jump in and learn in a new environment
- Strong observation and research skills
- A positive commitment to getting things done, on budget, and on time

TECHNICAL SKILLS

Graphics / Design: Adobe Photoshop, Illustrator, Dreamweaver, InDesign, Acrobat Pro, and Animate

Web: HTML5, CSS, JavaScript, responsive web design, WordPress theme development, content management, phpMyAdmin, FTP clients, Google AdWords/Adsense, Google Analytics, Omniture, HTML email development and mass delivery, social media management, search engine optimization (SEO), basic understanding of PHP and Agile development

Business: Microsoft Word, Excel, PowerPoint, Outlook, and Access; FileMaker; versioning control software; QuickBooks invoicing and bookkeeping

Entertainment / Publishing: Writing for stage and screen with Final Draft; some experience with Final Cut Pro; copy-editing and journalism per AP and Chicago style guidelines

Other: Equally capable with PC and Mac platforms; VPN; remote computer control and conferencing programs; JIRA; Trello; Moz

WORK EXPERIENCE

Boston University Boston, MA

December 2016–Present

Web Content Producer

Coordinate daily publication of University's newspaper: includes constant monitoring of editorial calendar, production status of stories, and updating of Trello publishing calendar; securing artwork for stories from photo agencies and in-house photography department; optimizing artwork and story layouts; preparing individual stories and daily edition of online newspaper in WordPress; creating and deploying daily email newsletter to subscriber list. Other duties include: curating events featured in daily editions, moderating comments; ensuring accessibility requirements for photo and video are met; collaborating with editors and writers for best presentation of stories; assisting with publication of stories across BU editorial properties.

Beachbody LLC Santa Monica, CA

February 2015–August 2016

Content Manager

Created and maintained high-volume, commercial WordPress sites for international brands: included daily collaboration with developers and coordination of marketing department needs; organized, balanced, and initiated multiple projects to meet launch deadlines; established permission levels across tiers of paying customers; modified assets with design software and fixed responsive web layouts with web inspection tools; identified and oversaw resolution of functionality and design issues I reported; assisted developers with testing and presentation of new features to stakeholders. Designed web assets as needed: included social media ads, web banners, icons, and hero images. Was responsible for art direction and publishing articles for blog; maintained publication schedule.

Harvard Law School Cambridge, MA

July 2012–August 2013

Web and Editorial Coordinator, Program on Corporate Governance

Developed and edited content for daily publication of a widely-read blog: included coordinating workflow with a team of editors, supervising an assistant's work product, corresponding with contributors, writing headlines, converting PDFs into coded web content, and optimizing graphics. Publicized department activities and events: included preparing and publishing email announcements, newsletters, and posting to social media. Managed relational database of contacts and subscriber lists. Designed and updated web pages for department website: included integrating revisions from department staff, gathering press mentions, and resolving technical issues. Proofread academic publications, op-eds and other articles for national publications.

Saleae LLC Cambridge, MA

September 2009–April 2012

General Manager

Promoted to administer e-commerce retail operations for global customer base for this start-up high tech manufacturer. Trusted to work remotely from Massachusetts. Duties included: responding to customer concerns, writing customer service emails; billing and bookkeeping; packaging and shipping merchandise and ensuring prompt delivery; coordinating logistics and vendor timelines; protecting intellectual property; maintaining website content.

Marketing and Design Intern

One of the first employees hired to help develop company's online presence. Created online ad campaigns and first product packaging. Built database to analyze web traffic. Handled other project-based assignments on an as-needed basis.

Buchalter Nemer San Francisco, CA

January 2006–July 2007

Paralegal

Managed production workflow of legal writing. Responsible for document control and staying on top of changes in language as arguments and evidence evolved. Checked for errors and correct citations. Researched databases for evidence to support arguments. Worked with large volume of documents and under tight time pressures. Handled highly sensitive proprietary information for large corporations.

Farella Braun and Martel San Francisco, CA

April 2004–December 2005

Practice / Litigation Support

Read / scanned up to 2000 pages a day, consisting of reports, correspondence (email and letter), trade papers, SEC filings, meeting minutes, case studies, white papers, patents, legal briefs, hand-written notebooks, and other miscellaneous documents produced in litigation. Wrote descriptive summaries (max. 4 sentences) that highlighted key players / issues in those documents. Edited summaries to ensure they conformed to internal style guide. Converted documents to PDF images. On occasion found “smoking gun” documents that attorneys had missed. My reviews were considered thorough and well written.

University of California at San Francisco San Francisco, CA

January 2002–August 2003

Project Assistant, UCSF Stonewall Project

Ensured administrative compliance with regulatory agencies for this study of mental health; provided administrative support for both patient clinical services and office operations. Assisted with web content development for online outreach to target communities.

Pacific Law Partners Berkeley, CA

January 2001–July 2001

Paralegal

Created and maintained file systems for client litigation matters for this insurance defense litigation firm. Researched volumes of documents and public information to investigate claims.

Reed Smith (formerly Crosby Heafy) San Francisco, CA

June 2000–January 2001

Case Clerk

Prepared reports and binders on case issues for intellectual property group. Researched and catalogued information for patent litigation and class action lawsuits.

EDUCATION

University of Southern California, Los Angeles, CA

Master of Professional Writing, concentration in screenwriting, 2015

City College of San Francisco, San Francisco, CA

Web production certificate, 2009

San Francisco State University, San Francisco, CA

Post-baccalaureate study in creative writing and communications, 2003

Binghamton University, Binghamton, NY

B.A. Psychology (applied behavior analysis), cum laude, 2000

Multiple classes in English and creative writing