

Kimbra L. Cutlip

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FEATURE WRITER, EDITOR, REPORTER

Self-directed professional with extensive background developing story ideas, planning print and electronic editorial calendars, and writing feature and news articles across a variety of platforms including magazine, newspaper and web. Also experienced in video production for the Web..

EDUCATION

BA Magazine Journalism
Newhouse School of
Communications,
Syracuse University, 1985

BA Cultural Anthropology /
African Studies
Syracuse University, 1985

Graduate work:
Museum Studies
George Washington
University, 1990-1991

WORK EXPERIENCE

Freelance Feature Writer 2009 to Present

Part-time/occasional freelance since 1993

Regular contributor to *Weatherwise Magazine* and *Taste of the Bay*. Published in *The Washington Post*, *Environment Magazine*, *Geotimes Magazine*, *Disney's FamilyFun* and many others.

Smithsonian Environmental Research Center 2003 to 2009

Science Writer – Public Affairs and Media Outreach

This was a newly created position to establish public and media communications for a multi-disciplinary international research organization comprised of 17 distinct research laboratories. Responsibilities included developing and implementing a strategy for communications and educating members of the organization in practices and standards for traditional and emerging media.

- **Coordinating** the diverse goals of scientific, educational and administrative messages to suit a variety of audiences and delivery platforms.
- **Initiation and development** of communication products including a quarterly magazine, website content, press releases, quarterly and monthly reports, brochures and displays.
- **Identifying relevant newsworthy stories** through regular monitoring of staff projects and relevant media outlets.
- **Writing, editing, graphic design and layout** for all print and electronic publications.
- **Selecting and/or shooting** photographs and video to support publications.

- **Overseeing a complete redesign** of SERC's 5,000 page website including development of a custom content management system. Implementing individual page recoding using html, javascript, aspx and carrying out knowledge transfer to staff and IT management.
- **Special Projects** included detail duty to the Smithsonian Office of the Undersecretary for Science to develop written promotional materials and unify the Smithsonian Science brand, visual style and message across the institution's diverse research programs.

Weatherwise Magazine/ Heldref Publications 1997 to 2003

Associate Editor/ Interim Managing Editor

- **Responsible for all phases of production** of the 68-page print magazine in coordination with editorial staff.
- **Solicitation and selection** of story ideas for feature articles.
- **Negotiation** of contributor fees.
- **Writing, copy editing and proofreading** feature articles.
- **Managing and editing** departments and columns. Working closely with writers to develop story ideas. Formatting final text using desktop publishing software.
- **Initial development, design and production** in HTML code of the magazine's first website.

SELECTED RELEVANT WORK EXPERIENCE

complete job history available on request

U.S. Department of State

Niamey, Republic of Niger, West Africa
Program Coordinator: Nigerien Studies

U.S. Peace Corps

Goure, Republic of Niger, West Africa
Peace Corps Volunteer: Appropriate Technology

SKILLS

- **Superior** skills in MS Word, publisher, Adobe Photoshop, Powerpoint, MS Excel.
- **Proficient** with Wordpress, Twitter, Facebook, HTML, Java code, and Interwoven Content Manager.
- **Functional** in variety of other programs such as Quark, Adobe Illustrator and video editing software.

LANGUAGES

- **French:** limited to functional
- **Hausa:** functional to proficient

SELECTED HONORS, MEMBERSHIPS AND ACCOMPLISHMENTS:

- Center for the Advancement of Science Writing New Horizon's fellowship recipient
- Washington Ed Press Excellence in Print Silver Award
- Member of National Association of Science Writers
- Member of American Society of Journalists and Authors
- Author of two children's books published by Pelican Publishing