

# JILL M. RIVKIN

## SKILLS SUMMARY

Senior-level writer/editor/author skilled in concept development, workflow management, team coordination, multi-tasking, business and creative writing, editing and interviewing.

## PROFESSIONAL EXPERIENCE

### Author

Kids' books *Crazy Hair* and *It's Just a Potato*. Both available internationally on Amazon.

### Jill Rivkin Communications

Chicago, IL

#### April 2010-Present

- ◆ Launched freelance journalism business to service trade and consumer media, marketing departments, website development groups, agencies and associations.
- ◆ Research, write, edit original or revised copy for print and electronic media, newsletters, brochures, press releases and marketing materials.
- ◆ Manage project development and production for print or electronic media from concept through execution of final product.

Current and past freelance clients include: *Travel + Leisure* magazine; *Chicago Social* magazine; *Modern Steel Construction* magazine; BNP Media; Stagnito Media; Information Resources Inc.; Mintel International

### Editor-in-Chief

BNP Media

#### *Contract Manufacturing & Packaging* magazine

Deerfield, IL

#### May 2007-June 2010

- ◆ Launched publication from concept to finished product, including print and multi-media properties.
- ◆ Wrote publication vision and mission, as well as long-term strategic approach.
- ◆ Devised complete editorial plan based on in-depth interviews with industry experts.
- ◆ Established layout and defined design criteria including logo, font selection and template design.
- ◆ Collected and managed staff of editors, contributors and editorial advisory board.
- ◆ Wrote feature and department stories featuring global consumer-packaged-goods companies.
- ◆ Copy edited entire publication and managed workflow throughout production.
- ◆ Calculated and managed freelance and publication budget.

### Editor-in-Chief

Ascend Media/ BNP Media

#### *PL (Private Label) Buyer* magazine

Deerfield, IL

#### March 2003-November 2007

- ◆ Developed and managed editorial for publication covering major retailers.
- ◆ Wrote cover features on leading retailers including Wal-Mart, The Kroger Co. and Safeway, requiring in-depth, face-to-face interviews with upper-level executives.
- ◆ Participated in design and re-launch of website, as well as electronic newsletter.
- ◆ Represented publication at industry events. Keynote speaker at industry conference.
- ◆ Edited publication and supervised workflow throughout production process.
- ◆ Managed magazine staff of in-house editors and contributing editors.

### Managing Editor, *Beverage Industry* magazine

Stagnito Communications

#### Associate Editor, *Snack Food & Wholesale Bakery* magazine

Deerfield, IL

#### October 1999-March 2003

- ◆ Developed and executed corporate profiles, cover stories and monthly departments.
- ◆ Interviewed upper-level executives and wrote original feature-length stories.
- ◆ Assessed industry trends and competitive publications.

## EDUCATION

Northwestern University, Medill School of Journalism  
Evanston, IL

Master of Science, Journalism, September 1999

University of Michigan, Ann Arbor, MI  
Bachelor of Arts, English, May 1998

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