

JANINE M. DUFF
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Creative, versatile and energetic freelance writer with proven skills in writing engaging marketing materials for small businesses and non-profit organizations. Professional researching abilities, deadline-driven and proficient at handling multiple tasks simultaneously without sacrificing quality. Detail-oriented with exceptional command of the English language. Published print and online articles in *Hamilton Mountain News*, *Dundas Star*, *Ancaster News* and *Stoneycreek News*, as well as *Hole Magazine*.

PROFESSIONAL EXPERIENCE

Freelance News Reporter **2008-present**
METROLAND MEDIA GROUP LTD., Dundas, Ontario
Covered local news and events for four weekly municipal beats including *Hamilton Mountain News*, *Dundas Star*, *Ancaster News* and *Stoneycreek News*. Interviewed subjects and published in-depth human interest features for arts and entertainment, focusing on the non-profit sector. Supplied photographs, met tight deadlines, interviewed subjects and collaborated with managing editors.

Medical Technical Writer and Research Assistant **2008-2009**
MICHAEL DEGROOTE CENTRE FOR LEARNING & DISCOVERY, Hamilton, Ontario
Contributing member of creative team which included both content developers and graphic designers. Comprehensive medical research and communication with subject matter experts. Ensured fact accuracy and precision for interactive and accredited e-modules. Delivered healthcare information in a clear, concise manner to target audience.

Writing Instructor **2007-2008**
MCMASTER UNIVERSITY, Hamilton, Ontario
Spearheaded two undergraduate English tutorial groups. Innovated lesson and writing plans. Proofread and graded reports, interacting closely with students to ensure course objectives were successfully met.

EDUCATION

M.A. of Arts in English • Honours B.A. in English with History minor
MCMASTER UNIVERSITY, Hamilton, Ontario
Dean's Honour List • Ella Julia Reynolds Scholarship recipient for excellence in English

Writing Courses (self-taught and online):

- "How to Optimize your Website for the Best Possible Search Engine Results" - Paul Lima, online instruction.
- "How to Write Media Releases to Promote Your Business, Organization or Event" - Paul Lima, online instruction.
- "Copywriting that Works" - Paul Lima, online instruction.
- "Writing White Papers" - Michael Stelzner, online instruction.
- AWAI (American Writers & Artists Inc.) Accelerated Copywriting Program - self-starter course.

CLIENT LIST

Belle Land Solutions, Central Health Institute, Decorum Antiques & Home Décor, ClubZ! Tutoring Services.