

TRACI CHAPMAN
11318 Riverview Road « Mustang, Oklahoma 73064
405/664-4641 (cell)
tchapman@fsmedit.net « www.tracichapman.net

Professional Experience:

Freelance writer/editor/photographer/designer; Partner - Falling Sparrow Media

August 2014-present

I have worked on several news and feature assignments for several area newspapers and other entities. I am responsible for contacting and interviewing sources, research, writing stories and taking photos, as well as newspaper layout and design, utilizing Quark, InDesign and Photoshop. I have also performed editing for local newspapers, as well as the author of a new Kindle book. I also offer blog writing, social media posting and planning, speech writing, white page writing and editing, academic content, business and legal correspondence and pleadings. I recently expanded to include commercial photography, such as family and senior photos, and media coverage, specifically podcasts expansion of social media and coverage of high school marching bands, including compiling, designing and administering an annual yearbook.

Election Stringer - Associated Press, Oklahoma

2012 – present

Responsible for gathering and reporting election results for Canadian County, Oklahoma, during state and national elections (generally three times a year).

Editor/Reporter - Mustang News/El Reno Tribune newspapers, Canadian County, Oklahoma

October 2013 – August 2014 (editor); August 2007 – October 2013 (reporter)

The Mustang News and El Reno Tribune are sister community papers located in Canadian County, Oklahoma. As Mustang's editor, I coordinated a major redesign of the newspaper and expanded our areas and scope of news coverage. I developed the News website and coordinated a successful social media campaign, as well as developing community service and marketing programs to better serve our readers. I was additionally tasked with providing copy for and laying out portions of the El Reno Tribune each week. For both papers, I was the primary, many times sole, news reporter, covering every beat, including city and county government, school board, crime and courts, community events and a wide variety of features. Responsibilities: Writing; editing; photography; investigative reporting and extensive coverage of meetings, community events and developing stories; newspaper layout and design; creation and maintenance of newspaper website; work on social media, circulation improvement and marketing concepts; public relations; supervision of freelancers.

Legal Assistant/Office Manager - Law offices in California, Colorado, Oklahoma

(Labor/employment law; probate; bankruptcy; family law; criminal law; contract law)

August 1985 – August 2007

Responsibilities: Office management, including personnel administration, network and computers, bookkeeping, database setup and maintenance; marketing, including creation and maintenance of website, firm/client newsletters, brochures, reception arrangements; extensive client interaction, including document drafting and probation administration; drafting/preparation of letters, pleadings and documents; transcription/data entry; scheduling and docketing appointments and hearings.

Professional Memberships:

Member - Society of Professional Journalists; Bureau of Freelance Photographers; Oklahoma Writers' Federation; Oklahoma Women Bloggers; Freelancers Union; National Writers Union
All presently active

Community Involvement:

President, Mustang Elementary PTA
July 2006 – May 2008
Extensive parent/teacher contact; developed, wrote and printed newsletters, flyers, letters; coordination of events and activities.

Awards

State Print Journalist of the Year, American Legion of Oklahoma
July 2016

Employee of the Month, Mustang Chamber of Commerce
January 2014

Oklahoma Press Association's Better Newspaper Contest (awarded to the member newspaper, rather than the individual), as follows:

First place: News writing (2014 and 2013) – El Reno Tribune; News content (2014 and 2013); Feature writing (2014); Layout and design (2013); Community leadership (2013) – two awards, one each El Reno Tribune and Mustang News; In-depth enterprise (2009, 2010, 2011); Special section (2011, 2009); Photography (2013; 2011)

Second place: News writing (2013) – Mustang News; Feature writing (2010); Photography (2010); Community leadership (2010); Special section (2013, 2010); News content (2009)

Third place: News content (2010); Layout and design (2009)

Each of the above-listed awards were achieved solely through my efforts (news writing, news content, in-depth enterprise, feature writing) or as part of a team (layout/design, special section, photography) at El Reno Tribune and/or Mustang News. I wrote the submission for community leadership, which garnered two first-place awards and one second-place honor. ET/MN were honored with the Sequoyah Award – highest in division across Oklahoma – five of seven years I was there.

Education:

University of Memphis, 2012 - present
Major: Journalism/History
3.73 grade point average (anticipated graduation May 2017)

Skills:

Excellent writing and editing skills with knowledge of AP style; news/feature photography skills; publication layout and design; excellent computer skills, including: InDesign, Quark, Photoshop, Microsoft Word, Quicken/QuickBooks, Amicus Attorney, FileZilla, FTP, Publisher, Netscape Composer; excellent organizational and research skills; marketing and public relations; website design/maintenance; newsletter/brochure design and layout; bookkeeping/clerical skills, including speed writing/transcription and typing 90+ wpm.

References furnished upon request