DAVID YOUNG

(813) 767-2183 | youngd115@gmail.com | davidyoungworks.com | Lutz, FL

SUMMARY OF QUALIFICATIONS

- Detail-focused editor and writer with experience creating, refining, and managing content for diverse audiences
- Skilled in collaborating with cross-functional teams of subject matter experts and creative specialists
- Adept at managing multiple simultaneous projects and aggressive deadlines
- Accomplished at providing editing and writing expertise in instructional materials, technical documentation, and marketing collateral

PROFESSIONAL EXPERIENCE

Senior Editorial Manager
Ashley Furniture Industries, Tampa, FL **2020-2026**

- Served as the final quality assurance checkpoint for high-volume customer-facing copy, ensuring error-free, persuasive, and educational content that communicated core product value and drove engagement
- Reviewed and fact-checked multimedia content for a wide variety of daily, weekly and seasonal initiatives showcasing the company's home furnishings and décor
- Established editorial standards, resolved conflicting style requirements, and served as a style authority for product copywriters, improving consistency and addressing recurring content problems
- Provided comprehensive proofreading and copy editing for internal and external corporate communications directed at company stakeholders and customers

Editor, Copywriter, Graphic Designer
Independent Consultant **2002-present**

- Deliver high-quality writing and editing work on limited schedules through effective time management and client communication
- Edit business intelligence and industry research reports for sales consulting company
- Conduct detailed copyediting and fact-checking for college-level business textbooks
- Conduct comprehensive manuscript copyediting and line editing for fiction and nonfiction books

Editorial Lead
Miller Heiman Group, Tampa, FL **2003-2019**

- Prepared and edited training, technical, and marketing materials for internal and external publication, ensuring accuracy, consistency, and clarity throughout
- Collaborated with agile development teams of 20+ writers, multimedia specialists, and project and fulfillment managers to update and enhance the company's flagship training programs, which generated $15 million in annual revenue
- Provided editorial and formatting assistance for user documentation and interfaces in the company's online sales strategy platform, which generated $8 million in revenue in 2019
- Played a critical role in all stages of producing comprehensive training programs, including participant and trainer materials, audio and video elements, and marketing collateral

Managing Editor
***Florida Real Estate Journal*, Winter Haven, FL** **1999-2003**

- Balanced reporting, editing, and desktop publishing responsibilities for a semimonthly real estate trade newspaper reaching more than 48,000 statewide
- Created more than 50 feature articles on commercial real estate projects, market trends, and key influencers
- Composed layout and design for various sections of the newspaper, as well as special editions
- Produced semiweekly email news digest distributed to more than 2,100

Copy Editor, Reporter
***The News Chief*, Winter Haven, FL** **1997-1999**

- Directed the nightly editorial production of a community newspaper with a circulation of 7,500
- Designed news sections, selected and edited staff and wire stories for publication, and reviewed feature sections before going to press
- Worked closely with staff photographers, reporters, pre-press specialists, press operators, and Web designers
- Wrote news and feature articles on local events and issues

EDUCATION

***Stetson University*, DeLand, FL**

- Bachelor of Arts in Communication Studies; minor in Information Technology
- Managing Editor of *The Stetson Reporter* (student newspaper)
- Public Relations Intern at Yesawich, Pepperdine & Brown (Orlando)

QUALIFYING KNOWLEDGE, SKILLS, AND ABILITIES

- Collaboration with varied subject matter experts, clients, and industries
- Cross-functional project management acumen
- Independent project work, showing attention to detail, and exhibiting strong problem-solving abilities
- Editing and production of instructional materials, technical documentation, and marketing collateral
- Comprehensive manuscript editing (copyediting and line editing)
- Extensive knowledge of grammar, AP Style, and Chicago Manual of Style
- Managing multiple simultaneous projects and deadlines
- Print, mobile, and web content production and publishing
- Desktop publishing
- Fact-checking and cross-checking
- Rebranding of printed and digital content
- Intellectual property management and archiving
- Coaching and mentoring in editing and writing best practices

TECHNOLOGY AND SOFTWARE

- Microsoft Office Suite
- Adobe Creative Suite
- Microsoft SharePoint
- Google Docs
- Claude
- ChatGPT
- Copilot
- Writer
- Box
- Smartsheet
- Mindmarker
- QuarkXPress
- Xyleme LCMS