



www.tinfoilmagnolia.com
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My job skills include:

- Editing & proofreading
- Photography & photo editing
- Research & writing
- Interviewing & reporting
- Design & Layout
- Social Media & Blogging
- Public speaking & oral presentations
- Attention to deadlines
- Time management

My personal traits include:

- Excellent communication skills
- Highly creative
- Visual learner
- Deadline oriented
- Self-motivated
- Capable of independent thought and decision-making
- Ability to respectfully and effectively interact with different cultures and personalities

In addition, I am:

- Skilled in writing styles such as AP, APA, and MLA
- Adept at negotiation toward a mutually beneficial outcome
- Experienced in Adobe CS6 and MS Office
- Adaptable to Mac- or PC-based offices

Current Memberships:

Society of Professional Journalists
The Porch Writers' Collective
Women for Tennessee's Future
League of Women Voters
Phi Theta Kappa Honor Society

Past Memberships Include:

Kentucky Press Association 2011-14
F-S Chamber of Commerce 2010-14
Franklin Business & Professional Women
2009-14 (President 2011-12)
Kentucky Federation of B&PW 2009-13
(State PR Chair 2012)
Toastmasters #9129 2006-09
(Membership Director 2008-09)

MaggieHerndon

My highest goal is a career that utilizes my communication, writing, and interviewing skills to tell clients' stories and make a lasting contribution to a high energy team.

Education

Antioch University Midwest, Yellow Springs, OH 2014-2016
B.A., Liberal Studies, Creative Writing & Literature Concentration

HACC, Harrisburg, PA 2007-2009
A.A., Graphic Design, with honors; Phi Theta Kappa, Dean's List

Employment

Tennessee General Assembly (110th Session 2017-18)
Senate Engrossing Office—Proofreader

The Franklin Favorite/WFKN
Staff Reporter/Photographer 2010-2014

Pennsylvania Farm Bureau
Graphic Design Intern 2009

RE/MAX Realty Associates
PA licensed REALTOR 2006-2007

Bob Parks Realty (now PARKS Realty)
TN licensed REALTOR 2002-2005

Experience

Journalism:

- Features writer and photographer published weekly (2010-2014).
- Edited Lifestyle section for 3 years.
- Served as interim editor for 8 months in 2013.
- Created content and photography for 7 special sections annually.
- Implemented social media presence on Twitter and Facebook.
- Maintained website with breaking news, stories, and photos.

Freelance writing work:

- Research and write white papers and executive biographies.
- Record and compile oral histories for families and groups.
- Blogging and online content.

While self-employed as a real estate agent:

- Monthly newsletters to clients and prospects.
- Designed and mailed postcards for listings and open houses.
- Designed personal advertising for web and print publications.
- Created informational books for buyers and sellers.

Freelance design work:

- Create graphic design projects from concept through production.
- Design brochures, logos, newsletters, posters, and playbills to standards for web and print use.
- Magazine and newspaper layout and design
- Coordinate with department and committee chairpersons to design marketing materials, logos, and signage for conferences, meetings and training sessions.

Portfolio: www.tinfoilmagnolia.com
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Tennessee General Assembly (110th Session 2017-18) Senate Engrossing Office–Proofreader

Deep within the belly of Tennessee’s Capitol building, there is a room with stone walls. Rumor has it that the location, a root cellar of sorts, was used during the Civil War to store ammunition and weapons. The space now serves as an anteroom to the Senate Engrossing Office. During each legislative session, January through late April, two pairs of two proofers sit at a long table, working in tandem to read every bill, resolution, and amendment to correct errors and ensure that the text conforms to the Tennessee Code Annotated style guide requirements. Debates over past participle, irregular verbs, and the use of the Oxford comma have been known to rage.

Engrossing consists of proofreading and editing bills, resolutions, and constitutional amendments. This proofreading requires knowledge and research of professional terminologies, including legal, medical, financial, and chemical terms, as well as the scientific names of various plants and animals. In addition, the proofreaders ensure that the printed text of a bill matches the officially adopted language as amended on the Assembly floor. Proofreaders mark errors and research changes before informing the Engrossing Clerks regarding possible content errors.

“Her strength is her storytelling prowess. I enjoyed her special interest stories a great deal. It was evident she put a lot of thought and effort into writing interesting stories. Her strength is her storytelling prowess. I enjoyed her special interest stories a great deal. It was evident she put a lot of thought and effort into writing interesting stories.”

~Jim F., Superintendent of Schools

“You’re coming back next year, right?” ~Amanda M., Engrossing Clerk

Reporter Retires with few Regrets by Maggie Herndon

Marsha Herndon is leaving the Franklin Favorite after serving as staff reporter and photographer for five years. Herndon was initially hired as a stringer reporter in 2010. In January, 2011, she was chosen to replace exiting photojournalist Amy Ellis.

During her tenure at the Favorite, Herndon has covered everything from elections to arts to sports. She says she will miss the contacts she has made.

“A small town weekly is the perfect place to hone your writing chops. This really was my dream job,” said Herndon.

As a features writer and photographer, she penned up to five local stories weekly and provided all photography for the paper. She also edited the “Lifestyles” section, managed the paper’s social media presence on Twitter and Facebook, and maintained their website with breaking news, stories, and photos.

The Franklin Favorite/WFKN Staff Reporter/Photographer 2010-2014

In 2013, with the unexpected departure of long-time editor Charles Portmann, Herndon served as interim editor for eight months. This role added responsibilities for editing all four sections of the paper, managing and assigning freelance writers and photographers, and meeting budget and deadlines for each weekly edition.

“One thing of which I am proud is that no matter what subject I cover, I give a voice to the people of the community, some of

whom have never had that before. I listen to everyone who tells me his or her story. For every story I write, I concentrate on finding the central, universal message that will resonate with readers.”

Herndon is relocating to Nashville along with her husband, who is taking a new role at his employer’s corporate office. She intends to return to school to complete her bachelor’s degree in literature and creative writing.

Week after week the reporter takes on stories of all aspects at the direction of the editor, and enterprises others through sources and tips. The life of a small town reporter is full of diversity. The day might begin at an elementary school, then lunch at a Rotary Club meeting, followed by a glamorous evening in the cow pen at the county fair. Reporters spend time cultivating sources, interviewing subjects, and capturing their stories through images and writing.

Pennsylvania Farm Bureau Graphic Design Intern 2009

My husband’s job brought us to the Harrisburg, PA area between the years of 2005-2009. While there, I decided to enroll at Harrisburg Area Community College (HACC). In the final semester, I was offered an internship working in the communications office of PA Farm Bureau. This was one of the most rewarding experiences of my life, as I received positive guidance and instruction from my supervisor. I designed everything from pig visors for the kids at the PA Farm Show to giant checks for a charity golf tournament in addition to the usual assignments like laying out sales and marketing brochures, a bi-weekly newspaper, and a quarterly magazine.

“Marsha’s creativity and attention to detail make her a talented and easy artist to work with. Always willing to take on any task, her time at PA Farm Bureau was a pleasure and benefit to all.”

~Lorraine P.K., Graphics Production & Website Director, Pennsylvania Farm Bureau
