

Linda J. Gallagher

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SUMMARY OF QUALIFICATIONS

- Experienced journalist with excellent writing, editing, photography, desktop publishing, and editorial management skills.
- Accomplished in handling multiple projects and deadlines.
- Experienced in writing for various audiences and industries.

EXPERIENCE

KC Golfer Magazine **Contributing Writer**

Prairie Village, KS
2011 to Present

- Write assigned articles on a freelance basis.

Air Conditioning Contractors of America, Kansas City Chapter **Executive Director**

Lenexa, KS
March 2000 to Jan. 2012

- Coordinated programs, activities and member services for local chapter of a trade association for heating, ventilation and air-conditioning contractors.
- Duties for this part-time position included: booking speakers, facilities and foodservice for chapter meetings and training events; setting agenda for monthly board of directors meetings; maintaining membership database; promoting chapter events; marketing the chapter to prospective members; writing, designing and distributing monthly newsletter; coordinating all aspects of annual trade show and golf tournament; and arranging for media coverage of community service event.

Kansas Bankers Association **Interim Communications Coordinator**

Topeka, KS
April to June 2000

- Filled in for communications coordinator while she was on maternity leave.
- Edited monthly *Kansas Banker* magazine. Duties included covering meetings, writing articles, taking photographs, selecting and editing articles for magazine, selecting cover photo, laying out magazine using Pagemaker software, proofreading and working with printer.

Greater Kansas City Chamber of Commerce **Three temporary stints as Interim Communications Manager** **and several freelance writing and editing projects**

Kansas City, MO
Jan. 1994 to Nov. 1998

- Filled in for communications manager while she was on maternity leave twice, in 1994 and 1996, and again in 1998 during a period of low staffing. These temporary full-time jobs lasted 3 1/2 to five months each.
- Wrote most of content and took photographs for *The Kansas Citian*, a semimonthly 12- to 16-page newsletter. Wrote news and feature articles, meeting coverage, calendar and ad copy.
- Worked with contracted typesetter to lay out and produce the newsletter.
- Wrote weekly Chamber news brief and wrote and distributed news releases.
- Assisted with media contacts for Chamber events.

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- Freelance writing and editing projects for the Chamber included a report on the Greater Kansas City agribusiness industry, an international trade study, features on Small Business of the Year Award winners, a mid-year report on Chamber accomplishments and a *Growth* newsletter featuring news briefs about growth and positive developments within the Greater Kansas City business community.

Sosland Publishing Co.

Merriam, KS

Managing Editor, *Milling & Baking News*

July 1986 to July 1989

- Assisted senior editor in planning and assigning news articles and features and in coordinating editorial calendar and editor schedules for monthly magazine covering the grain handling, flour milling and commercial baking industries.
- Edited articles and critiqued writing.
- Wrote news articles and traveled to cover industry meetings.
- Made up pages on Atex computer system and proofread pages.
- Edited annual four-color report on the baking industry.
- Hired and supervised editorial staff artist.

Vance Publishing Corp.

Overland Park, KS

Assistant Editor, News Editor and Managing Editor, *The Packer*

June 1979 to July 1986

- Began career at Vance Publishing as assistant editor of *The Packer*, the national weekly business newspaper of the fruit and vegetable industry.
- Worked on central news desk doing copy editing, page layout, writing and photography.
- Coordinated many special sections.
- Edited annual year-end review and outlook magazine.

- Promoted to news editor in March 1981 and managed the central news desk.
- Supervised copy editing, page layout, headline writing and proofing for the weekly newspaper and supplements.
- Planned news coverage and features and assigned articles to staff and freelance writers.
- Did occasional writing and photography.

- Promoted to managing editor in July 1984 and managed editorial staff and assigned and supervised work of freelance correspondents around the country.
- Planned and assigned news, feature and analysis articles and photographs.
- Critiqued work of editors on the newspaper and magazine supplements.
- Coordinated editorial calendar, editor schedules and travel itineraries.
- Did occasional writing and photography.

Student intern, *The Packer*

Summer 1978

- Wrote crop reports, news and feature articles.
- Did darkroom work.
- Performed clerical duties for production department and sold subscriptions by telephone.

COMPUTER SKILLS

Publisher, Word and Excel
Facebook

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EDUCATION

The University of Kansas
Bachelor of Science, Journalism

Areas of emphasis: news-editorial, magazine, public relations, business
GPA: 3.96

Lawrence, KS
May 1979

ACTIVITIES AND HONORS

- Current: Lenexa Republican precinct committeewoman (2000-2006 and 2008-present); Ways and Means Committee chair for P.E.O. Chapter IX. *Alpha Phi Quarterly* magazine correspondent for Greater Kansas City Alpha Phi Alumnae Chapter.
- Previous: volunteered for Shawnee Mission Northwest High School PTSA (including co-chair of Student Voter Registration Committee), Band Booster Club and Thespian Booster Club; secretary and committee chair for Shawanoe Elementary School and Trailridge Middle School PTAs; Girl Scout troop leader for 14 years; elementary grades Sunday School teacher at Old Mission United Methodist Church for 11 years; president, vice president, secretary and treasurer for P.E.O. Chapter IX; and president of Greater Kansas City Alpha Phi Alumnae Chapter.
- College: Alpha Phi sorority president and treasurer; Mortar Board; reporter and copy editor for *University Daily Kansan* student newspaper; Kappa Tau Alpha journalism honor society; Sigma Delta Chi professional journalism society.