

# ERIK JAY

10625 Commerce Ave. • Tujunga CA 91042 • 818-279-8297 • erik.jay@ca.rr.com

*Total communications versatility: writing, editing, design, proofing, publishing, web, film, music*

*Mastery of PC & Macintosh OS, design, layout, publishing, and audio/video software*

*All work is on time, to spec, and within budget • See portfolio at [erikjay.com](http://erikjay.com)*

## PROFESSIONAL EXPERIENCE

1/2001 – Present: Erik Jay, Tujunga CA

*Consultant/Contractor*

- Research and write daily executive summary for major Hollywood studio
- Write monthly column on directing/producing for film industry B2B magazine
- Managing editor of national magazine, *CelebStaff*, during four-issue startup phase
- Ad and marketing copy for Countrywide Home Loans, HCA, Masterplan, Comco

4/1991 - 1/2001: Magazine Corporation of America and Royce Publishing, Valencia, CA

*Executive Editor & Publications Director*

- Manage public and media relations; conceive, write, place articles in periodicals
- Supervise staff of 12-18 artists, writers, and editors (in-house and freelance) in the production of four-color specialty magazines, marketing materials, etc.
- Supervise copy, content, design, layout, and preparation of computer pre-press files on PC, Mac, Scitex platforms, using Quark, InDesign, Photoshop, Illustrator, etc.
- Increase ad revenue \$400K in 16 months; bring all art and media services in-house for \$30K annual savings, increased efficiency, and strict accountability

3/1980 - 1/1991: Numedia, Santa Clara, CA

*Assistant Creative Director (83-88) & Creative Director (88-91)*

- Write, co-produce, narrate corporate videos and multimedia presentations
- Managing editor, biweekly national magazine (special contract, 1988-91)
- Write, design, produce marketing client communications materials

## EDUCATION

8/1991, Printing Industries Association of America (Southern California) • Whittier, CA

*Professional Certification (Instructor)*

- Through the auspices of the Graphic Arts Institute, developed PIAA's first seminar for teaching QuarkXPress to printing industry professionals, received Certificate #0001

12/1975, Occidental College, Los Angeles, CA

*Diplomacy & World Affairs*

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## **SKILLS**

- Writing, editing, proofing: 20+ years
- Managing creative staff: 15+ years
- PC/Mac/Scitex operating systems: 20+ years
- PC/Mac hardware repair: 20+ years
- Graphic design and pre-press: 20+ years
- Audio & video engineering: 15+ years
- Public speaking, vocal work, voice-overs: 15+ years

## **REFERENCES**

F. R. Duplantier, Communications Director, St. Vincent dePaul Society  
Phone Number: 314-738-0844  
Email: frd@politickles.com  
*Reference Type: Professional*

Scott Harris, President, Mustang Marketing  
Phone Number: 805-498-8718, Ext. 105  
Email: scott@mustangmktg.com  
*Reference Type: Professional*

Gordon Paddison, Executive Vice-Pres., New Media Marketing, New Line Cinema  
Phone Number: 310-967-6615  
Email: gordon.paddison@newline.com  
*Reference Type: Professional*

Edwardo Jackson, Author/Publisher, Principal of JCM Publishing  
Phone Number: 818-231-2397  
Email: ejace@aol.com  
*Reference Type: Professional*

David E. Rabirotff  
Phone Number: 818-640-7339  
Email: drabirotff@charter.net  
*Reference Type: Personal*

## **PERSONAL STATEMENT**

I am a BMI composer/artist (original jazz, orchestral, and theme music) with guitar, vocal, and keyboard skills. In addition, I have a fully functional digital project studio where I can produce broadcast-ready audio and do voice-overs, and I am approaching the ability to do professional-level video as well. These additional creative tools can be brought to bear on important presentations and multimedia projects.