

Tanya Ishikawa

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Multiplatform Writer & Editor with Diverse Experience

❖ **Freelance Writer/Editor, Videographer & Small Business Owner, June 2004 – present**

Buffalo Trails Multimedia Communications LLC, Federal Heights, Colorado: *A home-based business specializing in meeting the editorial and multimedia needs of a variety of mostly longterm clients*

PROJECTS: Colorado Nursery & Greenhouse Association's LooseLeaf magazine- editor and features writer

Economic development articles and business profiles for city newsletter and website- writer

Cultural, political, business and health articles for several magazines- contributing writer

Media releases for various organizations- freelance writer

Books and other publications- freelance editor

Videos for nonprofit events and promotions- producer and editor

Website content and social media sites for various organizations- manager and contributor

Denver Urban Spectrum newspaper- editor and writer

Denver Urban Spectrum blog and social network- creator and administrator

❖ **Producer & Editor (part-time), January 2009 – February 2010**

In the Loop: Colorado Filmmaking, Denver, Colorado: *A monthly, one-hour TV show, featuring Colorado filmmakers and films, on Denver Open Media public access channels and website*

Produced the show; lined up guests and crew; assisted on camera, lights and audio; handled technical direction in the studio; edited shows and built the promotional website

❖ **Staff Writer (full-time), October 2000 – May 2004**

MetroNorth Newspapers, Thornton, Colorado: *Publisher of three weekly newspapers, the Westminster Window, Northglenn-Thornton Sentinel and the Westsider*

Researched and wrote articles on education, laws, events, people, politics, business, social issues, and the arts; produced feature and news photos; planned, laid out and edited special sections

❖ **Manager/Co-Owner, June 1994 – present**

Buffalo Trails LLC, Montrose, Colorado: *Tour company bringing international guests to Native American communities for cultural and adventure experiences*

Managed the office, planned tours, maintained customer relations, guided, interpreted Japanese/English, hired and supervised assistants, and promoted through writing articles and presenting lectures in America, Japan and the U.K.

❖ **International Department Supervisor (full-time), January 1990 – June 1994**

Kites Corporation, Tokyo, Japan: *Japanese planning company assisting business, educational and governmental organizations with public relations and various business projects*

Edited and wrote brochures, advertisements, speeches, books, and newsletters; planned conferences, parties, tours, and ceremonies

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Lifelong Learner with Bachelor's Degree

Continuing education annually through classes in software programs, journalism, filmmaking, leadership, public administration, language, and other useful subject areas through various organizations

Memberships & active participation in **Boulder Digital Arts** since Dec. 2012, **Denver Open Media** since Feb. 2007, **Colorado Film & Video Association** since February 2006, **Colorado Society of Professional Journalists** since October 2000, and **Colorado Press Association** since October 2000

Bachelor of Science degree in Journalism with a Public Relations emphasis, **University of Colorado** – **Boulder** School of Journalism & Mass Communication, *May 1989*

Diverse Expertise & Interests

Intermediate to advanced computer skills: MS Word, MS Excel, Pages, Numbers, Adobe Acrobat, Skype, iPhoto, various web browsers & email systems on Apple systems including iPads and PCs

Emerging computer skills: FinalCut Pro, DVD Studio Pro, Adobe Premier, Vegas Movie Studio, Adobe PhotoShop, Adobe InDesign, Quark Xpress, Keynote, PowerPoint,

Website CMS/analysis: Drupal content management, WordPress, Typepad.com, ning.com, b2evolution, Google Docs, Google Analytics, Google Alerts

Social media: YouTube, Vimeo, Facebook, Twitter, Pinterest, SocialOomph, Constant Contact

Japanese language & culture: intermediate, 22 years of use; **French language:** advanced beginner, 5 years in secondary school and 2 years in college; **Native American arts and culture**

Travel: visited 40 states in the U.S. and 12 countries including Canada, Mexico, England, Scotland, Ireland, Sweden, Poland, The Netherlands, Belgium, Japan, Korea and Thailand

Committed to Community through Service

- ❖ **Board Member, Open Media Foundation, July 2008 – present** (*Board President since Oct. 2012*)
- ❖ **Volunteer, The Studio School, Sept. 2011 – present**
- ❖ **Communications & Marketing Committee Member, Denver Foundation, April 2008 – present**
- ❖ **Volunteer Caregiver, The Senior Hub Respite Program, June 2008 – present**
- ❖ **Councilmember (Ward 1), Federal Heights City Council, Dec. 2007 – Nov. 2009; Nov. 2011 – present**
- ❖ **Board Member, Northmoor Home Owners Association, December 2006 – April 2012**

Awards & Honors

(journalism-related for past seven years only; earlier years & other areas available upon request)

- 2007-2011 Colorado Association of Black Journalists:** 2007 Finalist for News- Enterprise, Finalist for News Feature, & Finalist for Business Reporting; 2008 Finalist for Print Series (two entries), Second Place in Print Series, & Second Place Overall Excellence; 2009 Scribes in Excellence Award for Public Relations Collateral Piece; 2011 Scribes in Excellence Finalist for Multimedia Feature and Print Feature
- Dec. 2007 American Press Institute:** Fellowship for Interactive Community News Workshop
- April 2008 Colorado School Public Relations Association:** Communications Excellence Award for Newspaper Writing (Five Star Journal for Adams 12 Five Star Schools)
- April 2009 National School Public Relations Association:** Honorable Mention for Print Newsletters- External Audiences (Five Star Journal for Adams 12 Five Star Schools)
- June 2010 National Press Foundation:** Fellowship to Retirement Issues Seminar
- May 2013 Colo. Society of Professional Journalists:** Second Place for Agricultural Feature

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Professional References

- ❖ Ms. Mary Jarrett, Boulder, Colo.; Profession: Magazine Managing Editor
303-443-0600; mary@brockpub.com; Relationship: client for five years
- ❖ Mr. Tony Shawcross, Denver, Colo.; Profession: Nonprofit Executive Director
720-222-0160; tony@openmediafoundation.org; Relationship: colleague for six years
- ❖ Ms. Rosalind “Bee” Harris, Denver, Colo.; Profession: Newspaper Publisher
303-292-6446; bee@urbanspectrum.net; Relationship: client for seven years
- ❖ Ms. Joann Cortez, Littleton, Colo.; Profession: Communications Director
303-428-7488; jcortez@hylandhills.org; Relationship: colleague and friend for 13 years

***Writing samples and current publication list available upon request
(or provided as requested in job advertisement/application)***