

TIMOTHY J. FOX

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PROFESSIONAL EXPERIENCE

Content Writer, White-Rodgers, a Division of Emerson Electric Climate Technologies

Dates: September 2014 to March 2015 (temporary position)

- Led a multifunctional team of engineers, technical service advisors, and informational technology professionals to rewrite 160 customer alert messages for ComfortGuard™, White-Rodgers' monitoring service for home HVAC equipment.
- Created "alert libraries" for ComfortGuard and the Sensi™ Wi-Fi Thermostat.
- Wrote content for ComfortGuard monthly reports to HVAC contractors and customers, web content, and other communications needs.

Marketing and Communications Coordinator, Washington University School of Law

Dates: October 2011 to August 2014

- Assembled, wrote, and edited *Law Daily*, an electronic newsletter for faculty and staff.
- Wrote feature-length articles for print and electronic publications.
- Maintained and posted daily to the @Washulaw Twitter account
- Supervised and assisted work-study students.
- Assisted with special events.

Manager, Corporate Communications, MEMC Electronic Materials

Dates: January 2011 to April 2011

- Wrote, edited, and proofread press releases, Q&A documents, fact sheets, internal communications, and Web content for a leading S&P 500 company.

Communications Executive, Ameren Corporation

Dates: October 1998 to January 2011

- Worked with the Director of Corporate Communications to develop and implement the communications strategy of a publicly traded Fortune 500 utility company.
- Led development of Ameren's annual report and assisted with other financial communications.
- Wrote speeches and talking points for Ameren's president, chairman and chief executive officer, and other senior managers.
- Created, wrote, and edited *InFocus*, a quarterly internal publication for Ameren's non-regulated subsidiaries.
- Edited *Ameren Journal*, Ameren's monthly newsletter for employees, retirees, and other stakeholders.
- Wrote, edited, and oversaw the production of *Connecting Missouri/Connecting Communities*, Ameren Missouri's annual round-up of its charitable giving efforts.
- Organized, staged, and staffed photo ops and other activities to promote Ameren's charitable giving initiatives.
- Provided content and managed content development for Ameren's intranet and Internet websites.

Gateway Heritage Editor/Book Editor, Missouri Historical Society Press

Dates: March 1994 to October 1998

- First full-time book editor for the Missouri History Museum Press.
- Assisted Director of Publications with day-to-day operations of the Missouri History Museum Press, including supervision and assignment of work to the graphic designer, assistant editor, student interns, free-lancers, and volunteers.
- Solicited and edited articles, oversaw production, and developed and implemented promotional strategies for *Gateway Heritage*, the quarterly history magazine of the Missouri History Museum.

Editor, University of Missouri Press, Columbia, Missouri

Dates: July 1991 to February 1994

- Edited book-length manuscripts in American history, intellectual history, and literary criticism.
- Coordinated publication of book manuscripts with the Production, Marketing, and Business departments while serving as liaison between the Press and its authors.
- Supervised and assigned work to student interns and free-lancers.

OTHER RELATED EXPERIENCE

Freelance Writer/Editor

Dates: 1994 to present

- Writing feature articles, personality profiles, promotional materials, book reviews and other materials for clients including Washington University in St. Louis, the *St. Louis Post-Dispatch*, Saint Louis University, *Gateway Heritage Magazine*, and others.
- Editing, proofreading, indexing and related services for clients including the University of Missouri Press, the Missouri History Museum Press, Reedy Press, California State University-Long Beach, Midtown Printing, and others.

Part-time English Instructor

Dates: 1990 to 2014

- Taught English composition, technical writing, business writing, public relations writing, and fiction courses at: St. Louis Community College (Forest Park and Meramec), Lincoln University in Jefferson City (prison education program), Lindenwood University, Moberly Area Community College, St. Charles Community College, Webster University, and University of Missouri-Columbia.

EDUCATION

Master of Arts, English Literature—*University of Missouri-Columbia*—December 1991

Bachelor of Science, Psychology—*University of Missouri-Columbia*—May 1988

REFERENCES AVAILABLE ON REQUEST