

# Joan Levinson

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Multi-faceted creative writer, editor, and thinker with experience working in a wide variety of environments and fields. Although my education and background are in the visual and literary arts, I have used my critical-thinking and organizational skills to build successful careers in computer technology, teaching, editing, writing, art gallery administration, and the healthcare system.

## EDITORIAL EXPERIENCE:

### EDITOR AND WRITER, Freelance, 2009-Present

Recent projects include editing an academic sociology book and related journal articles, complete rewrite of a graphic design textbook, editing art history textbooks, writing art history exams, serving as fiction writing coach, and writing an online art appreciation course.

Engaged in writing and editing projects for the visual arts, literature, and other disciplines:

- Books and magazines, particularly illustrated texts
- Art history textbooks
- Academic books and journal articles
- Novels and short fiction
- Essays
- Websites
- Technical computer publications
- Film scripts and film subtitles
- Educational and publicity materials
- Grant applications for artists and film makers

WRITER, ASSISTANT DIRECTOR, NYC HEALTH + HOSPITALS/KINGS COUNTY, 2012-Present  
As Assistant Director and Writer in the Patient Care Services Department, I report to the Chief Nursing Officer. I publish a quarterly newsletter and annual report (content acquisition, writing, editing, layout, and production), create publicity materials (writing, graphic design, printing, and distribution), prepare presentations, and write for many other nursing-related projects. I also serve as coach for nursing shared governance councils. I led teams of nurses and nurse leaders to create a nursing strategic plan and shared governance charter. Currently Kings County is applying for Pathway to Excellence designation and I am writing the application.

### MICROSOFT CORPORATION 1995-2009

#### Technical/Content Editor

*MSDN Magazine* (for software developers) and *TechNet Magazine* (for IT professionals) were internationally distributed technical journals, published monthly, both in print and online.

Microsoft ceased publication of both magazines and closed the department in January 2009.

- Edited technical articles for content, clarity, consistency, sentence structure, grammar, and punctuation
- Acquired and edited two monthly columns
- Managed style and branding guidelines
- Provided guidance on localization issues, including guidelines on editing text for both human and machine translation
- Confirmed figures and diagrams for accuracy and consistency

- Created and conducted ongoing readers' surveys; directed change based on survey reports
- Worked extensively with authors, technical experts, art department, and third-party publishers

#### TEACHING EXPERIENCE:

Medgar Evers College, Adult Continuing Education, 2011-2014

My writing skills course covered grammar, punctuation, and sentence structure, as well as writing essays, short stories, letters, research papers, and resumes. Lessons were structured on reading and writing assignments, exercises, and classroom discussion, with an emphasis on clear communication and self-editing. Creative writing classes focused on story structure, plot, character development, setting, sentence structure, creativity, and self-expression.

#### ART EXPERIENCE:

##### ARTIST

Along with my other careers, I have always maintained a studio and have an active career as a visual artist. My paintings and drawings have been exhibited extensively in galleries, nationally and internationally. To see images of my work and for more information, see <http://joanlevinson.net>.

##### TEXTILE DESIGNER, Freelance

Created original artwork used for reproduction in the textile industry.

##### ART CRITIC

*The Riverfront Times*, St. Louis

Wrote weekly column of art criticism, including critiques of art exhibitions, profiles of artists, controversial issues in the arts, and book reviews.

##### ART GALLERY MANAGER/CURATOR/DIRECTOR

Merton D. Simpson Gallery, New York

Mark Twain Banks, Art Collection, St. Louis

Seghi Gallery, St. Louis

Timothy Burns Gallery, St. Louis

Participated in all aspects of gallery operations:

- Curated, organized, installed exhibitions
- Prepared and wrote publicity materials
- Directed photographic documentation of artwork
- Directed development and implementation of computerized art inventory database
- Determined art acquisitions
- Hired and managed gallery staff
- Worked with art collectors and consultants

#### EDUCATION

Master of Fine Arts, Cranbrook Academy of Art, Bloomfield Hills, Michigan

Bachelor of Fine Arts, University of Kansas, Lawrence, Kansas

School of Fine Arts, Washington University, St. Louis, Missouri