

JOHN T. SABOL
5839 Maureen Drive
Seven Hills OH 44131

216 351 6247 (home) 216 538 9868 (cell)

sabolj@aol.com

SUMMARY

Seasoned writer/editor who combines research experience and knowledge of a variety of print and electronic presentation formats to provide a well-rounded approach and solution to communications challenges. A background in business, trade magazine, and print journalism writing and editing helps to gain an edge in managing projects with extended or tight deadlines. Experience with:

Policy Communication	Historical Research	Page Layout And Design
Legal Communications	Editing	Web Writing
Communicating Tax Law And Regulations	Feature Writing	Video Scripts
Historical Narrative	Trade Journalism	Photo Editing
	Print Journalism	

PROFESSIONAL EXPERIENCE

ERNST & YOUNG LLP, Cleveland, Ohio

Senior Writer/Editor

- Managed a number of firmwide communications projects with high visibility and provided valuable editorial assistance on a number of external publications
- Produced more than 200 biographical sketches each year of new partners, developing a system for getting their biographical information before their promotions were announced and expediting production of a booklet of their biographies for the firm's New Partner Meeting. This project also included photo-editing. Output from this project was also directed to two presentations relating to the same biographical material.
- Wrote and edited firmwide policy and practice documents, including the firm organization and administration manual.
- Managed editing and organization of several books relating to the Tax Reform Act of 1986, U.S. real estate investing, and the tax aspects of international film production.
- Managed the contents and coordinated changes to the main document relating to the merger of Arthur Young and Co. and Ernst & Whinney in 1989.
- Conducted risk management reviews of external and internal publications and presentations, including PowerPoint presentations and videos.
- Prepared and managed preparation of a daily summary of risk-related and other news affecting the accounting industry. Working against a 6:30 a.m. deadline, goal was to ensure that professionals were up to date on the latest industry developments before they walk through a client's door that day. Also supervised a staff of three others and reviewed their work at 6 a.m.

- Coordinated complex announcements, including printed and electronic announcements of partner promotions to partners and the firm and a personally signed letter from the chairman congratulating each promotee. This required close editing of promotion list to ensure that all announcements and letters were consistent and that the entire project was completed on deadline. No deadline ever missed.
- Responsible for contents and production of firm directory and partner book. The directory is regarded as an annual summary of the firm's organization and involved a great deal of interpretive work to ensure people were properly listed and that no listable person was omitted. This involved getting feedback from all E&Y offices in the Americas plus heads of all National groups. Contents of the printed partner book were kept first as a database, then in a desktop publishing file. Shortly after Arthur Young and Ernst & Whinney merged in 1989, assisted in creating the firm's first all-partner mailing list based on the database.
- Web-writing and involvement in a large restructuring of E&Y's external website in 2000.
- Also involved in organizing and cataloging, and preserving the firms historical archives. This included overseeing the restoration and preservation of the CPA certificate of one of the firm's founders and the restoration and repair of the original firm ledgers.

HARCOURT BRACE JOVANOVICH PUBLICATIONS, Middleburg Heights, Ohio
Managing Editor—*Dental Management* and *Hotel Motel Management*

Wrote and edited articles for *Dental Management*, a practice and financial management publication for dentists. Ghost-writer of a yearlong series of practice and financial management columns based on a six-hour seminar given by a prominent dental school dean. Supervised staff of two plus freelancers at *Hotel Motel Management*, a monthly magazine serving the lodging industry. Also wrote, edited and designed the publication, working against a monthly deadline.

CLEVELAND PRESS, Cleveland, Ohio

Reporter, assistant financial editor, photo editor, copy editor and dayside news editor. Supervised copy desk and layout of all hard news pages of the Press, an afternoon newspaper.

Other Skills and Activities

Skilled historical and genealogical researcher and currently under contract with a national publisher to produce two books on the history of the Czech and Slovak communities of Cleveland to be published in September 2009. Produced a historical DVD.

Computer skills include use of PC and Macintosh computers, Microsoft Word, Excel, PowerPoint, InDesign, Quark, Photoshop, Freehand and Acrobat.

Education

Cleveland State University—BA in English literature

References available on request