

# CARRIE JAMES LIGHTNER

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## EDUCATION

**PRINCETON UNIVERSITY**, Princeton, New Jersey; B.A. Art History

**CHOATE ROSEMARY HALL**, Wallingford, Connecticut

## WORK EXPERIENCE

**ARROWLEAF EDITING & PRODUCTION**, Ketchum, Idaho

**Founder & Managing Editor** Provide professional editing, production, and copywriting services for written work, including newsletters, press releases, manuscripts, web site copy, books, catalogs. Edit text for style, flow, and cohesiveness as well as grammatical accuracy. Handle all project management details and organize content for publication as needed. Produce and coordinate large-scale commercial photo shoots for Stoecklein Photography, nationally and abroad. Additional clients include Eccola Press, Wood River Jewish Community, Jennifer Hoey Interior Design, and others. Please visit company web site ([www.arrowleafediting.com](http://www.arrowleafediting.com)) for more detailed project descriptions and client lists. *October 2005 to present*

**STOECKLEIN PUBLISHING & PHOTOGRAPHY**, Ketchum, Idaho

**Managing Editor & Producer** Edited and produced all company books, calendars, and catalogs. Wrote and copyedited all press releases and company correspondence. Collaborated with graphic designer on layout and design for all books and advertising campaigns. Produced and coordinated all commercial photography assignments for clients including JanSport, GM Motors, Jeep, Bayer, Canon, Ariat Boots, and Roche Pharmaceuticals. *September 2001 to July 2005*

**CORBIS CORPORATION**, Seattle, Washington

**Web Producer** Planned, produced, and edited sections of new e-commerce sites and image collections. Collaborated with graphic designers, developers, copywriters, and marketing executives to produce deadline-driven content for digital image Web sites. Communicated project status and resource issues to production and development staff. Managed schedules and generated reports for all stages of production process. *February 2000 to June 2001*

**SUN VALLEY INSURANCE**, Ketchum, Idaho

**Marketing Manager** Set up computer network and designed company Web page. Developed all marketing and promotion campaigns. Responsible for all internal office operations of a start-up business. *June 1998 to December 1999*

**GAIL SEVERN GALLERY**, Ketchum, Idaho

**Gallery Manager** Assisted with layout of artwork for exhibitions featuring Dale Chihuly, Morris Graves, Edward Curtis, and others. Edited artist statements and bios for gallery openings. Photographed and digitally catalogued new inventory. *October 1996 to June 1998*

**THE ADVISORY BOARD COMPANY**, Washington, DC

**Research Associate** Wrote and edited reports for nationwide clients concerning health care topics such as hospital mergers and managed care penetration. Conducted interviews with industry experts, consultants, and professionals. Designed and implemented effective research approaches and schedules for team projects. *October 1995 to June 1996*

## SKILLS, ACTIVITIES, INTERESTS

Extensive computer experience with Windows and Mac programs including Word, Excel, Outlook, etc. Skilled with Microsoft PowerPoint, Publisher, FrontPage; Adobe Acrobat and InDesign; QuickBooks Pro  
Basic knowledge of HTML and Adobe Photoshop; proficiency in French

New York Times crossword puzzle fanatic, squash pro, avid skier, photographer, outdoor enthusiast, world traveler