

Lynn Mundell

736 Santa Fe Avenue • Albany, CA
lynnmundell@gmail.com
510-599-0666

Career Summary

- Energetic editorial leader who envisions and realizes digital and print projects.
- Dedicated to developing individuals to reach their potential through consistent coaching.
- A lifelong writer who brings passion and polish to a wide variety of topics.

Kaiser Permanente, Northern California Region, Oakland Senior Managing Editor, 2004 to Present

Leadership – I follow health care news and develop sources within the organization, assign story topics to writers, advise on the writing process, and follow up with editing and story scheduling. I am the editorial representative on numerous teams spanning the organization. I build strong, positive teams, with employees staying with me for a decade or going on to work in media relations, journalism, and executive communications.

Content Creation – One day we may write a video script to honor our female physician leaders' accomplishments. The next, contribute to a big campaign dedicated to Nurses Month. Story topics range from the first quintuplets born at our hospitals to consumer-friendly health tips. Our work has earned Bulldog and PRSA awards.

Project Management – I've managed 15 monthly 8-page internal newsletters, including working with editors in 12 different geographical areas and vendors. I moved that print project online and co-designed internal and external websites several times over. Recently, I also write newsletters on mental health and COVID-19 vaccines.

100wordstory.org, Berkeley Co-Founder and Co-Editor, 2011 to Present

Partnering with the executive director of National Novel Writing Month, I've created a leading online literary journal for micro stories. Built from scratch, the journal has seen its stories republished in *Best Small Fictions*, hosted readings at San Francisco Litcrawl, and resulted in the anthology *Nothing Short Of: Selected Tales from 100 Word Story*. We just celebrated our 10-year anniversary and receive 1,000 story submissions a year.

Charles Schwab & Co., Inc., San Francisco Copyeditor, Communications Consultant, Manager, and Senior Manager, 1995 to 2004

Beginning as the only in-house copyeditor at the company's internal advertising department, I proofed and signed off on multimillion-dollar ads campaigns and later hired and managed a team of rotating freelancers. Next, I wrote a newsletter for stockbrokers, covered daily news for the employee website, and developed speeches, manuscripts, op-eds, and internal communications for Schwab's then CIO. I interviewed Charles Schwab for his thoughts on investing, worked with his daughter Carrie on philanthropic communications, and sometimes even pitched in during market surges by answering investors' basic questions on the phone.

Additional Experience

Public Arts Communicator, San Francisco

As a copywriter dedicated to the literary arts in San Francisco, I created a series of press releases, radio PSA scripts, and brochures for **the San Francisco Arts Commission**, the city's department in charge of public art, street artists, and performers. My toughest assignments were writing the text to accompany outdoor statues, which had to be letter perfect before being cast in bronze.

I wrote similar marketing pieces for **California Poets in the Schools**, which places writers in the classroom to teach K-12 students the literary arts. At **San Francisco State University's Poetry Center**, I managed grants and on occasion served as a bouncer at readings to ensure attendees paid their entrance fees (which is more of a problem than you would think it is).

Fledgling Writer-Editor, Washington, D.C.

At **The Chronicle of Higher Education**, the newspaper for college educators, I was the editorial assistant who reviewed 1,000 op-ed manuscripts annually, excerpted from art books, and commissioned poems. I also typed and proofed letters to the editor and wrote short back page copy on the arts. Once while writing a piece on Czech filmmakers I picked up the phone and it was film director Miloš Forman—actually returning my call.

As a reporter at **Nation's Cities Weekly**, the National League of Cities newspaper for city government administrators, I instituted a small cities column, branched off to manage a Department of Transportation program in which I collaborated with Mothers Against Drunk Driving on a public education campaign, and was mentored by a renowned former *Washington Star* editor.

Education

Master of Fine Arts in Creative Writing
American University, Washington, D.C.

Bachelor of Arts in English
California State University at Chico

Creative Writing

My short-short stories and essays have been published in leading literary journals including *Tin House*, *The Sun*, and *Five Points*. Others are in anthologies, including *New Micro: Exceptionally Short Fiction* (W.W. Norton), which is used as a textbook in college classes. I'm the author of the forthcoming chapbook *Let Our Bodies Be Returned to Us* (Yemassee, University of South Carolina).

My honors include earning first place in the 2019 Lascaux Prize in Creative Nonfiction. In addition to a fantastically large bronze medal on a ribbon, I earned \$1,000 that I donated to my local high school to found an annual creative writing scholarship for graduating seniors committed to studying creative writing at college.