

Thomas S. Arakaki

WORK EXPERIENCE:

International Archaeological Research Institute, Inc. Honolulu, HI

Publication Specialist/Assistant Editor/Webmaster, May 2002-Present

Primary duties include formatting, editing, and production of IARII publications; designing and maintaining company's website.

Liberty House Honolulu, HI

Copywriter, April 1977-November 2001

Duties included generating concepts for advertising campaigns and writing copy for newspaper ads, direct mail catalogs, and collateral pieces. Also wrote and produced television commercials.

State of Hawaii Department of Defense Honolulu, HI

Public Affairs Officer, June 1975-October 1975

Acted as liaison between the media and the Department of Defense. Supervised 3-man office. Wrote press releases and served as editor and photographer for quarterly in-house newsletter.

Trade Publishing Company Honolulu, HI

Editor, April 1974-May 1975

Served as editor, assistant editor, and photographer for a number of publications, including *Hawaii Home Builder*, *Builders Report Pacific*, and *Parade of Homes Guide*. Duties included writing, editing, layout, photography.

PART-TIME & FREE-LANCE

Island Heritage Waipahu, HI

Free-Lance Copywriter, March 2003 - present

Assignments include writing web page copy and product labels for introduction of new divisions and product lines, as well as copy for catalog.

Newtown Estates Community Association Aiea, HI

Editor, January 1978 to present (part-time)

Duties include producing and designing the *Newtown Reporter*, a monthly 8-page newsletter (circulation 2,100).

Mililani Town Association Mililani, HI

News Consultant, November 1996 to March 2002 (part-time)

Produced and designed the *Mililani News*, an 8-page tabloid (circulation 16,500).

EDUCATION:

- MFA Creative Writing, University of California, Irvine.
- BA Journalism, University of Hawai'i, Manoa.

SKILLS, CERTIFICATIONS & AWARDS:

- Proficient in both Macintosh and PC systems, including Microsoft Office (Mac & PC), QuarkXPress, FrameMaker, PageMaker, Adobe Acrobat, PhotoShop, Illustrator, InDesign, Microsoft FrontPage, Macromedia Dreamweaver.
- Certified CIW Site Designer (Certified Internet Webmaster), January 2004.
- Winner of a 1990 Pele Award for from the Hawaii Advertising Federation for a *Honolulu* magazine ad.