

VIVEK A. CHADAGA

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OVERVIEW

I am a creative services specialist with demonstrated skills in editing, writing, web design, graphic design, and publishing.

EDUCATION

University of Michigan, Ann Arbor, MI (1995)

M.F.A. in Fiction Writing. Horace Rackham Fellow; 3.95 G.P.A.

Wesleyan University, Middletown, CT (1993)

B.A. in English Literature

University of Sussex, Brighton, England

Studied Critical Theory and Philosophy – Year abroad (1992)

EMPLOYMENT

McKinsey & Company, New York, NY (August 2001 – Present)

Content Editor (freelance), Business Knowledge Services

- I work as a content editor for the New York office of the world's largest strategic consulting firm. As part of the Knowledge Services office, I edit – and in most cases rewrite – internal presentations by McKinsey associates on client work. I completed over 200 article-length projects, each of which required the ability to quickly understand and discuss complex topics in a wide range of business practices.
- Examples of topics include performance management, risk management, post-merger management, logistics and supply chain management, nonprofit organization, utilities, telecom, biotechnology, and many more.
- For each assignment, McKinsey provides comprehensive feedback on the quality of work, which has helped me refine my skills over the years.

Massachusetts General Hospital, Boston, MA (May 1997 – September 2006)

(1) Webmaster, Pathology Service (50%)

- Responsible for the development, design, and maintenance of the Pathology Service websites (internet/intranet), including:
 - Pathology Service (<http://www.massgeneral.org/pathology>)
 - MGH Lab Handbook (<http://mghlabtest.partners.org>)
- With the Pathology Web Strategy committee, developed strategy, tested web application software, coordinates strategy with MGH Marketing, develops communication plan for rollout of sites
- Developed the SurveyMatic Flash/ASP tool to provide marketing support to the department via surveys of physicians and nurse managers at the MGH and other hospitals (e.g.,: <http://mghlabtest.partners.org/survey/4labssurvey.swf>)
- Co-authored article on Pathology laboratory handbooks, published in the *American Journal of Clinical Pathology*. Also worked on developing a proprietary search engine for the sites.

(2) Staff Assistant, Laboratory Administration (50%)

- *Editing*: Assisted staff pathologists, residents, and research fellows with copyediting, proofreading, page layout, and the publication process.
- *Graphic Design*: Created posters, brochures, presentations, awards, and other visual documents. Highlights: an award-winning logo for the hospital's *Safety Net* newsletter; an illustration for a cover of *Transfusion*; over 200 department posters/flyers, and hundreds of presentations.
- *Teaching*: Taught a yearly lecture on graphic design; conducted training sessions on computer basics such as Excel and Outlook; supported researchers and physician-scientists on writing skills and article development
- *Publishing*: Published the MGH Laboratory Handbook (1998; 2001; 2005) using an Access database of laboratory tests; published the *Lab Connection* newsletter (2001-2005)
- *Administrative support*: customer service, phones, scheduling meetings, creating documents and presentations, tech/software support. Coordinator, Pathology Health and Safety Program.

Singingbee, Inc., Cambridge, MA (August 1995 – Present)

Creative Services Specialist

My small business provides creative services to artists, writers, and other clients. These services include graphic design, website design, editing (articles, dissertations, proposals), writing (such as speeches, website copy), business development, and idea generation. Examples of projects:

- **Institute of Stem Cell Biology (2008)** – Co-wrote the opening speech for the Institute’s inaugural symposium, “Stem Cells: From Bench to Bedside.” Also edited a presentation for a panel discussion during the symposium.
- **SvetlanaBoym.com (2007)** – Served as art director for Professor Svetlana Boym at Harvard University, designed website, helped create artworks that were exhibited in New York and elsewhere. Website at <http://www.svetlanaboym.com/main.htm>
- **Swiss Access International (2006)** – Helped articulate this Swiss company’s vision by designing its website, logo, and marketing materials. Helped the Managing Directors with PowerPoint presentations to corporate leaders, Swiss and American officials, and other audiences. Prepared speeches, written and oral remarks, and other communications for the Managing Directors. Website at <http://www.swissaccessint.com>
- **Most Wanted (2004)** – Created 52 artworks for a deck of cards to display fragments of a poet’s work; completed in 2005, exhibited at Harvard University (Dudley House).

Clinical Laboratory Reviews, Boston, MA (January 1998 – August 2001)

Managing Editor (2000-2001), Associate Editor (1998-2000)

- Managing Editor of a quarterly review journal covering topics in Clinical Pathology. Circulation of 6,000 physicians, libraries, and clinical scientists in New England.
- Responsible for developing content; working with physicians (often first-time authors) from shaping the article to the final draft; review of articles with editorial board. Typeset the journal in PageMaker.
- Responsible for overseeing the budget and working with vendors (illustrators, publishing press).
- Operations of the journal were folded into the *American Journal of Clinical Pathology* after 2001.

Fidelity Investments, Boston, MA (9/95-12/96)

Executive Assistant, Fidelity Management and Research Company

- Worked through Kelly Services as the pro tempore assistant to the CFO and President of Fidelity Management and Research in a high-pressure work environment. Cited for excellence by Fidelity and Kelly Services.

University of Michigan, Ann Arbor, MI (9/94-5/95)

Graduate Lecturer, College of Literature, Science, and the Arts

- Designed and taught two undergraduate workshops in fiction writing. Lectured on literature and craft, graded papers and met with students on an individual basis. Nominated for a departmental teaching award.

School of Nursing, Univ. of Michigan, Ann Arbor, MI (9/94-5/95)

Staff Assistant, Nursing Simulations Laboratory

- Worked independently, with tight deadlines, to complete three large projects: Coordinated a large international conference. Wrote and typeset the 120 pp. Faculty Profiles publication. Scripted, filmed and edited an instructional video.

SKILLS

Computer Skills: Self-taught and proficient in Macromedia Studio, Acrobat Professional, Adobe Creative Suite 2, Microsoft Office, and many others. Programming skills include HTML, ActionScript, and Javascript.

Desktop Publishing Skills: Proficient in editing, proofreading, design, layout, web and print publishing, illustration, photography, and photo editing.

Communications Skills: Expert in writing styles of all varieties. Taught fiction and poetry writing in a university setting and conducted writing workshops. Developed excellent interpersonal and intercultural skills through independent travel in 40+ cities worldwide. Developed strong customer service skills.

Clerical Skills: Scheduling, travel arrangements, dictation, problem solving, word processing; typing speed: 95% accuracy at 80 w.p.m., 99% at 65 w.p.m.

ADDITIONAL INFORMATION

Awards

- Pathology Service Recognition Award (2006)
- Partners in Excellence (1998, 1999, 2001, 2005)
- Horace Rackham Fellow, 1993-1995

Recent Community Service

- New England Laboratory Consortium (2005-2006)
- South Asian Mentor-Teacher Association (2002-2004)

Personal

- Traveled to 200+ cities in 17 countries
- Working on a novel and a collection of stories.
- Knowledge of Spanish, Russian, Latin
- Married, one child

References attached or available upon request.