

# Jason M. Trost

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## QUALIFICATIONS SUMMARY

A highly organized professional able to work independently, manage multiple projects, and meet deadlines. Self-starter with a strong work ethic and a commitment to excellence on all projects undertaken. Exemplary communication, presentation, training and relationship-building skills. Demonstrated experience on a range of projects and in a variety of fields. Computer literate with PC and Mac.

## AREAS OF STRENGTH

WRITING – EDITING – PROOFREADING – PRODUCING – DIRECTING  
DEVELOPMENT – SALES AND COMMUNICATION TRAINING – FACILITATION  
TEACHING – CONSULTING – PROJECT COORDINATION – PROJECT MANAGEMENT

## PROFESSIONAL EXPERIENCE

### WRITING/EDITING

#### **Freelance Writer/Editor**

1995 – Present

- Write, develop, edit and format new training programs, video scripts and training manuals for Fairmont, a sales and communication training company specializing in the finance industry
- Produce, direct, write and edit industrial videos, corporate videos, commercials and PowerPoint presentations
- Proofread and copyedit proposals, articles, and marketing materials for the ad agency Public Interest, Mike Torchia's Operation Fitness, *Artvoice*, Target Media, and others
- Create sales, marketing, and publicity materials for the National Geographic Society, Creative Problem-Solving Group of Buffalo (CPSB), Studio Arena Theatre, and various not-for-profits
- Performed research, conducted interviews, assembled notes, and wrote reports for CPSB, Canisius College, Studio Arena Theatre, and others
- Proofread and copyedited journal articles, resumes, curriculum vitas, and letters of application for faculty at VA Hospital of Buffalo, UB Medical School, and numerous individual clients

#### **Scriptwriter, PixelFish**

2006 – Present

- Develop and write creative treatments, video scripts, as well as online and television commercials for corporate, industrial, and advertising clients
- Research clients and industries to gather required information for script development
- Manage projects during pre-production phase by working with clients to establish and follow relevant timelines and benchmarks
- Responsible for client satisfaction, maintaining communication, and adhering to budget

#### **Senior Editor, Edit Ink**

1995 – 1999

- Proofread, copyedited, formatted and critiqued manuscripts from authors in all genres, specializing in screenplays, fiction and nonfiction
- Developed and implemented new company training program and manual
- Responsible for final training evaluations of all new editors

## **CONSULTING/TEACHING**

- Vice President/Consultant, Fairmont Training Services** 2001 – 2007
- Conducted training programs on communication, leadership and sales skills throughout the United States for clients in the finance industry
  - Developed new training programs and materials, including text for manuals, skills-based exercises, and scripts for instructional videos and CD-ROMs
  - Performed duties within budget, booked travel arrangements, submitted timely expense reports, and provided ongoing feedback to sales reps on client progress

- Artist/Educator, Studio Arena Theatre School** 1998 – 2006
- Independently administered the Creative Empowerment Program (CEP), a grant-funded project that combined theatre arts, visual arts, and writing skills to educate children in inner-city schools
  - Assessed and evaluated CEP regarding changes in content, format and efficacy
  - Prepared and moderated pre-show discussions with audience members
  - Developed classes focusing on basic acting technique, classical and modern scene study, writing skills, plus movement and improv
  - Taught students ages 10 – adult in the theatre's acting program
  - Developed showcases based on the students' own writing and class experiences

- Adjunct Faculty Member, English/Writing** 1999 – 2001
- Niagara University, Developmental Writing (WRT 100) – Utilized a hands-on approach to the writing process with emphasis on peer revisions while also tutoring in the Writing Center
  - Daemen College, Basic Rhetoric (DS 97) – Focused on the writing process through student responses to relevant nonfiction essays while simultaneously developing critical-thinking skills
  - Canisius College, English Seminar II (ENG 102) – Enhanced students' overall understanding of literature through class discussions, small-group exercises, and written assignments

## **ADMINISTRATIVE**

- Education Coordinator, Buffalo Arts Studio** 2000 – 2001
- Created and established Project CREATE Education Program in new, grant-funded position to bring art classes to underserved inner-city students in grades K-12
  - Developed and scheduled in-house educational programming as well as collaborative projects with other not-for-profits and corporate partners
  - Wrote and implemented program policies, hired and evaluated instructors, created and maintained appropriate databases, recruited and evaluated students, interviewed and assessed scholarship students, designed and produced promotional materials, inventoried and purchased supplies
  - Acted as a visible and vocal representative of the organization in community affairs

- Education Coordinator, Irish Classical Theatre Company** 1999 – 2000
- Created the position to promote student matinee performances for the theatre
  - Marketed plays to local schools, secured audiences for performances, developed and produced comprehensive study guides, moderated pre- and post-show discussions complimenting the students' curriculum

## **EDUCATION**

Master of Science in Education, GPA 3.75 – Canisius College, 1998  
Bachelor of Arts in English/Writing Minor, GPA 3.26 – Canisius College, 1995  
Member of Sigma Tau Delta, International English Honor Society  
Dean's List: 1994 – 1995, 1996 – 1998