

ERIC MINTON

WRITER | EDITOR | PROJECT MANAGER

eric@ericminton.com

www.ericminton.com

703-868-4086

- ✓ A journalist skilled in interviewing, storytelling, and copy editing; dedicated to thorough research and accuracy; and experienced with word processing, graphic design, photography, and website publishing
- ✓ A writer whose work has appeared in more than 100 newspapers, magazines, textbooks, government, and trade and association publications
- ✓ An editor and project manager known for clear vision, solid strategic planning and resource management, and a commitment to continuous process improvement

CURRENT POSITION

Chief, Writing and Production Team

Afghanistan War Commission, Arlington, Va., June 2024 to present

- Managing a team of writers, copy editors, and graphic designers to produce a final report that examines key strategic, diplomatic, and operational decisions the U.S. government made throughout the Afghanistan War, and produce a final report at different classification levels with insights and actionable recommendations designed to inform effective strategic decision-making by Congress and policymakers throughout the U.S. government, per The Afghanistan War Commission Act of 2021, Fiscal Year 2022 National Defense Authorization Act, Section 1094



- Directing a citations effort for the final report that ensures accuracy of all citations and a thorough yet expeditious interagency security review on a short timeline
- Producing mandated annual interim reports to Congress
- Overseeing production of the final report, from editorial flow through graphic design to publishing and delivery to Congress

EDITORIAL PROJECT MANAGER

Senior Advisor, Veteran and Partner Outreach

Vietnam War Commemoration, Arlington, Virginia, April 2022 to July 2023*

- Team leader for "Welcome Home," May 11-13, 2023, on The Mall in Washington, D.C., a national effort marking the Vietnam War's 50th anniversary by honoring and thanking Vietnam veterans and their families for their service and sacrifice
- Planned and executed "Camp Legacy" featuring 98 participating exhibitors and 26 performances and programs
- Served as Mayor running the Mayor's Cell overseeing operations of Camp Legacy
- Promoted "Welcome Home!" through published articles and grassroots correspondence

*Awarded the Office of the Secretary of Defense Medal for Exceptional Public Service for "exemplary leadership, commitment, and managerial ability"

National Commission Editor

National Commission on Military Aviation Safety, Arlington, Virginia, May 2019 to March 2021

National Commission on the Future of the Army, Arlington, Virginia, June 2015 to April 2016*

National Commission on the Structure of the Air Force, Arlington, Virginia, June 2013 to April 2014



- Herded each commissions' final report from composition to publication
- Documented the commissioners' activities and deliberations to create a final report with a consistent voice representing all members of the Commission
- Built consensus among commissioners on structure, themes, and narrative tone
- Provided and coordinated written contributions to the report and edited all content
- Oversaw design, layout, content proofing, procurement of printer, and press proofs
- Designed and managed each commissions' website
- Participated in site visits to military installations and commercial enterprises, conducting and documenting meetings

*Awarded the Office of the Secretary of Defense Medal for Exceptional Public Service for "exemplary leadership, commitment, and managerial ability"

EDITORIAL PROJECT MANAGER, cont.

Editor-in-Chief



Reserve Officers Association of the United States, Washington, D.C., January 2006 to July 2010
(interim editor April–July and November–December 2012; April 2019 to October 2020)

- Published *The Officer*, a 10-issues-per-year, four-color, glossy magazine
- Managed a global team of writers, editors, and designers
- Coordinated and edited all content, wrote articles, took photographs, and laid out department pages
- Redesigned the magazine from a grip-and-grin fraternal publication to a professional journal covering national security issues
- Cut the magazine's production costs by 30 percent through efficient use of resources, streamlining production, transitioning to virtual proofing, embracing new shipping technology, and contracting with a new printer
- Led the association's relaunch of its publication in 2019 as the *Reserve Voice Magazine*, a biannual product

Copy Editor

Institute of Land Warfare, Association of the U.S. Army, Arlington, Virginia, May 2004 to December 2005



- Edited scholastic papers and policy position briefs
- Planned, wrote, and edited *Profile of the U.S. Army—A Reference Handbook*
- Edited annual *Fiscal Year Army Budget—An Analysis*
- Edited and designed *Your Soldier Your Army: A Parents' Guide* by Vicki Cody
- Coordinated effort to accomplish a heavier-than-usual publication schedule for the association's annual meeting

Freelance Project Manager



- President's Committee on Employment of People with Disabilities, Washington, D.C.
 - *The Disability Messenger: A Guide to Disability Coverage* for journalists, 1999
 - *Ready, Willing, & Available: A Business Guide to Improving Your Workforce by Hiring People with Disabilities*, 1997
- *Midwest Living*, Des Moines, Iowa, *Michigan Travel Ideas*, 1998
- *Off Duty: The Military Leisuretime Magazine*, Costa Mesa, California
 - *Off Duty National Guard/Reserve* special editions, 1992 and 1995
 - *Off Duty Welcome to Britain Guide*, 1989 and 1990
- *Horizon: The Magazine of the Arts*, Tuscaloosa, Alabama, "Oklahoma: Crossroads of the arts," guide to the state's theaters, music and dance companies, festivals, museums, and galleries, September 1984

WRITER & EDITOR

Freelance Journalist

June 1984 to present

- Published more than 1,200 assigned articles* in 104 magazines, newspapers, websites, and textbooks
- Primary topics of expertise include the U.S. military, theatrical arts, the amusement industry, disability rights, assistive technology, photography, disaster preparation, travel, music, and sports
- Provided editing services to *Midwest Living* magazine, the U.S. Department of Labor's Office of Disability Employment Policy, and the Employment Committee of the Ohio Developmental Disabilities Planning Council



*Folio Award for Excellence in Journalism—Single Article, "Don't Look Away: Recognizing the Work of Vietnam War Combat Photographers 50 Years Later," *Professional Photographer*, March 2023;

Jesse H. Neal Award for Best Subject Related Series of Articles, 1999, *Swimming Pool/Spa Age* Special Report "Is Our Water Safe?"

National Easter Seal Society EDI (Equality, Dignity, Independence) Award for Print Journalism, 1995, *Hemispheres* article "Implementing A Can-Do Attitude"

WRITER & EDITOR, cont.

Founding Editorial Director

Shakespeareances.com, May 2011 to present



- Designed a website dedicated to Shakespeare in performance and his ongoing pop culture relevance
- Write reviews of Shakespearean theater productions, films, and books and commentaries on Shakespeare's portrayal of 21st century life; conduct and post interviews of Shakespeare practitioners
- Manage a global list of Shakespeare productions (Bard on the Boards) and a section devoted to theater news
- Completed the Shakespeare Canon Project: 42 Plays, 42 Theaters, One Year (2018), chronicled in an online journal

THE LOOP at www.gettheloop.com, January 2001 to October 2003



- Designed and produced a biweekly, online, business-to-business newsletter for the amusement industry
- Wrote news articles, commentary on trends, and "birth announcements" of just-opened rides and attractions
- Directed a team that included a production manager, copy editor, and advertising sales
- Built an international readership from about 700 to more than 15,000 visitors per issue
- Attended thrill ride previews and debuts and rode prototypes erected in manufacturers' parking lots
- Featured on television documentaries and radio talk shows as a theme park expert

Assistant City Editor

Anderson (South Carolina) *Independent-Mail*, June 1989 to May 1992

- Managed the city desk during evening deadline hours for two-edition daily newspaper
- Directed 10 reporters in the newsroom and two bureaus plus a corps of stringers
- Edited all local copy
- Wrote special reports, news features, and commentaries as special-assignment reporter

Staff Writer

Oklahoma Tourism and Recreation Department, Oklahoma City, Oklahoma, May to November 1984



- Wrote brochures, magazine features, and press releases
- Provided the weekly "Mini-Trip" column for *The Oklahoman* newspaper
- Edited the Oklahoma Tour Planners Resource Manual and wrote its "Escort Notes"

Publicity Director

Oklahoma Theater Center, Oklahoma City, Oklahoma, January to December 1983

- Planned and executed publicity and marketing campaigns for the theater and its individual productions
- Wrote press releases and feature articles on the plays, directors, and cast members
- Provided community outreach for the theater, including speaking engagements and television appearances

Copy Editor and Entertainment Correspondent

The Oklahoman and *Oklahoma City Times*, Oklahoma City, Oklahoma, February 1982 to January 1983



- Edited copy and laid out pages for neighborhood sections of both daily newspapers
- Interviewed touring recording artists and covered concerts

The Sun and *Daily Herald*, Biloxi, Mississippi, September 1980 to February 1982

- Edited copy and designed pages on sports and universal copy desks for morning newspaper
- Wrote profiles on musicians and reviewed concerts for weekly entertainment magazine

PUBLIC SERVICE

President's Committee on Employment of People with Disabilities, Communications Subcommittee, 1997–2001

- Served as Associate Editor of *The Disability Messenger* and as chair of the task force that revised and redesigned *Ready, Willing, & Available*
- Served as scholarship essay judge

Military Spouse, U.S. Air Force, March 1982 to October 2008

- As the commander's spouse for three military units—93rd Maintenance Squadron, Robins Air Force Base, Georgia; 355th Maintenance Group, Davis-Monthan Air Force Base, Arizona; and Defense Distribution Depot Hill, Utah—conducted and participated in outreach and morale programs for the military community
- Served as spouse liaison during 93rd Maintenance Squadron deployment, providing family members with information and updates on deployed servicemembers and coordinating support for families in need

EDUCATION

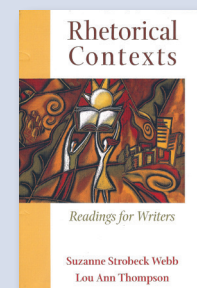
Master of Humanities in Disability Studies from Wright State University, Dayton, Ohio, with thesis on "Cinematic Images of People with Disabilities and Native Americans: A Comparative Study"

Bachelor of Journalism from the University of Missouri-Columbia, major in magazine journalism with a broad liberal arts curriculum

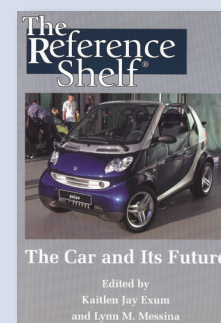
ARTICLES APPEARED IN THESE PUBLICATIONS . . .

- *American Nurseryman*
- *Amusement Today*
- *Anderson (S.C.) Independent-Mail*
- *Armed Forces Network TV Guide*
- *Arthritis Today*
- *Automated Builder*
- *Automotive Executive* (National Automobile Dealers Association)
- *Biloxi (Miss.) Sun-Herald Marquee*
- *Bird Talk*
- *Bordentown (N.J.) Register-News*
- *British Heritage*
- *Business and Health*
- *Business Radio*
- *Career Pilot*
- *Careers and the DisABLED*
- *Cats Magazine*
- *Charlotte*
- *Cheklis: The International Magazine for Check Cashers*
- *China, Glass, and Tableware*
- *Christian Retailing*
- *Columbia Missourian Vibrations*
- *Corrections Forum*
- *The Crafts Report: The Business Journal for the Crafts Industry*
- *Credit Union News*
- *Delta Sky Magazine* (Delta Airlines)
- *Dental Economics*
- *Disability.gov* (U.S. Department of Labor's Office of Disability Employment Policy)
- *Diversion: For Physicians at Leisure*
- *Dog Fancy*
- *Dramatics*
- *Eastern Aftermarket Journal*
- *EEO Bimonthly: Equal Employment Opportunity Career Journal*
- *The Engravers Journal*
- *Fabricator* (National Ornamental and Miscellaneous Metals Association)
- *Fairs and Expositions* (International Association of Fairs and Expositions)
- *Family Entertainment Center Magazine* (International Association of Amusement Parks and Attractions)
- *Fire-Rescue Magazine*
- *Freizeit Professional*
- *Funworld* (International Association of Amusement Parks and Attractions)
- *Games Magazine*
- *Geico Direct*
- *Good Housekeeping*
- *Graduating Engineer*
- *The Growing Edge: Indoor and Outdoor Gardening for Today's Grower*
- *Hemispheres* (United Airlines)
- *High Technology Careers*
- *Home Lighting and Accessories*
- *Horizon: The Magazine of the Arts*
- *Idea Today, Fitness Professionals*
- *Independent Living Provider*
- *Industrial Fabric Products Review*
- *Industrial Management* (Institute of Industrial Engineers)
- *Insurance Review*
- *Interior Landscape*
- *Jam: The Music Magazine*
- *JEMS: Journal of Emergency Medical Services*
- *Los Angeles Times*
- *The Meeting Professional*
- *Midwest Living*
- *Military History*
- *Military Times Media Group*
- *Modern Maturity*
- *MPC World: The Magazine for Mail and Parcel Centers*
- *National Cattlemen*
- *New Mobility*
- *Newsday*
- *North Georgia Journal*
- *Occupational Health and Safety*
- *Off Duty: The Military Leisuretime Magazine*
- *The Officer* (Reserve Officers Association)
- *Oklahoma Gazette*
- *The Oklahoman and Oklahoma City Times*
- *Pet Age*
- *Pizza Today*
- *Planning* (American Planning Association)
- *Popular Science*
- *Professional Photographer* (Professional Photographers of America)
- *Psychology Today*
- *R&R Entertainment Digest*
- *R&R in Britain*
- *Records Management Quarterly*
- *Remodeling News*
- *Reservist, U.S. Coast Guard*
- *The Retired Officer/Military Officer* (Military Officers Organization of America)
- *Sandlapper: The Magazine of South Carolina*
- *Screenplay: For Garment Graphics*
- *Signs of the Times*
- *Splash Magazine*
- *Sporting Goods Dealer*
- *Sports Parade Magazine*
- *Sunward*
- *Swimming Pool/Spa Age*
- *Textile World*
- *Today's Home Healthcare Provider*
- *Today's Officer*
- *Today's Pawnbroker*
- *Tour and Travel News*
- *Travel-Holiday*
- *Turf*
- *Utility Construction and Maintenance*
- *Vocational Biographies*
- *WestMuse* (Western Museums Association)
- *Woman Engineer*
- *Workforce Diversity*

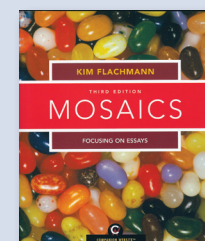
. . . AND IN THESE TEXTBOOKS



Rhetorical Contexts: Readings for Writers, Suzanne Strobeck Webb and Lou Ann Thompson (Longman Publishers, New York, 2003)



The Reference Shelf: The Car and Its Future, Kaitlen Jay Exum, and Lynn M. Messina (H.W. Wilson, New York, 2004)



Mosaics: Focusing on Essays, Kim Flachmann (Pearson/Prentice Hall, Upper Saddle River, N.J., 2005, 2011)