

Summary of Qualifications

27 years in publishing
24 years in instructional design
20 years of professional editing and writing
18 years of successful freelancing

Attributes

Adaptable
Collaborative
Consistent
Curious
Deadline-driven
Detail-oriented
Independent
Meticulous
Reliable
Thorough

Style Guide Experience

Chicago
Associated Press
American Psychological Association
American Political Science Association

Tech Experience

Acrobat
CRM
Excel
Facebook Pages
Foursquare
HootSuite
Illustrator
Movie Maker
Outlook
Oxygen XML Author
Photoshop
PowerPoint
QuickBooks
Twitter
Word

Objective

To obtain a professional position supporting an organization's writing, editing, and instructional design needs

Professional Experience

Editorial:

- Edited hundreds of non-fiction and fiction titles: journal articles, multimedia scripts, instructor-led training manuals, user guides, proposals, marketing materials, computer-based training tutorials, presentation materials, software specifications, textbooks, website text, novels, and a children's book; level of edit ranged from proofreading to developmental editing
- Wrote about diverse subject matter on websites such as SFGate, Synonym.com, and eHow.com
- Wrote documentation for course development process
- Established and documented procedure for online editing
- Composed and edited newsletters, brochures, and correspondence for local small businesses
- Performed electronic editing via Microsoft Word, Adobe Acrobat, and Oxygen XML Author
- Entered editorial changes, indexed manuals, and prepared manuals for press

Instructional Design:

- Functioned as content lead for international affiliate
- Participated in discovery/knowledge transfer events
- Customized training content for iPad application according to affiliate needs
- Wrote original training content as necessary
- Developed group exercise content
- Presented training content during developmental training events
- Monitored developmental training events
- Managed editorial aspect of instructional design projects

Marketing/Social Media:

- Managed client's social media presence by maintaining Facebook, Twitter, and Foursquare accounts; wrote franchise copy; coordinated posts according to corporate calendar
- Maintained online and social media presence for my freelance business
- Provided media relations to local news outlets for homegrown organization; wrote articles, shared statistics and results, and ensured media exposure

Managerial:

- Guided authors through the writing process by providing developmental editing and copy editing
- Trained authors and editors on writing and editing processes
- Planned, researched, wrote, and edited corporate style guide with colleagues
- Coordinated the publication of, designed, and edited yearbooks

Administrative:

- Gained broad experience in a collaborative environment, coordinating and maintaining multiple schedules as central communication point for entire team
- Interacted with team members in multiple locations
- Maintained client billing, negotiating fees and tracking payment
- Managed projects from author hand-off to publication; involvement in publishing process ranged from participating in project kick-off meetings to signing off on final copy of document

Layout, Design, and Production:

- Maintained consistent layout and design of computer training manuals, illustrated figures and presentation materials, tested data integrity in digital product, and prepared files for press
- Formatted magazine pages, enforced daily deadlines, and delivered final pages to production department

Employment History

- Freelance Editor/Writer, 8/1997 to present: WordsWorth Communications (DBA), Webster, NY
- Solutions Developer, 11/2014 to present: Eagle Productivity Solutions, Rochester, NY
- Project Editor/Technical Editor, 1995 to 1997
Associate Technical Editor, 1995; Layout Specialist, 1995; Composition Specialist, 1991 to 1995
Logical Operations, Rochester, NY
- Production Editor, 1989 to 1990, *InformationWeek* magazine, CMP Publications Inc., Manhasset, NY
- Art Department Trainee, 1988 to 1989, CMP Publications Inc., Manhasset, NY

Education

B.A. English (Concentration in Writing), Marist College, Poughkeepsie, NY
Professional Sequence Certificate in Editing, EEI Communications, Alexandria, VA
Preparation for Introductory Biology: DNA to Organisms, University of California – Irvine (via MOOC)