

## Summary of Qualifications

23 years in publishing  
16 years of editing  
a variety of content  
14 years of managing a  
successful freelance editing  
career

## Content Edited

Non-fiction and fiction  
Computer-based training  
tutorials  
Instructor-led training manuals  
Journal articles  
Marketing material  
Multimedia scripts  
Proposals  
Software specifications  
Textbooks  
User guides  
Web site text

## Style Guide Experience

Chicago  
AP  
APA  
APSA

## Software Experience

Acrobat  
Excel  
FrontPage  
Illustrator  
Internet Explorer  
Movie Maker  
Notes  
Outlook  
PageMaker  
Photoshop  
PowerPoint  
QuickBooks  
Quicken  
Word  
XML

## Objective

To obtain freelance assignments in developmental editing, copy editing, and proofreading

## Professional Experience

### *Editorial:*

- Edited over 300 titles; level of edit ranged from proofreading to developmental editing
- Wrote documentation for course development process
- Established and documented procedure for online editing
- Composed and edited newsletters, brochures, resumes, and correspondence for local small businesses
- Performed electronic editing via Microsoft Word's Track Changes feature and Adobe Acrobat's reviewing tools
- Entered editorial changes, indexed manuals, and prepared manuals for press

### *Layout, Design, Production:*

- Maintained consistent layout and design of computer training manuals, illustrated figures and overhead transparencies, tested data integrity in CD-ROM product, and prepared files for press
- Formatted magazine pages, enforced daily deadlines, and delivered final pages to production departments

### *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

### *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

## Employment History

- Freelance Editor/Writer, 8/97 to present: WordsWorth Communications (DBA), Webster, NY  
Clients include Axzo Press, Demand Studios, Macmillan Publishing Solutions, University of Rochester, Esri Press, and Writ Wilcox
- Project Editor/Technical Editor, 1995 to 1997  
Associate Technical Editor, 1995  
Layout Specialist, 1995  
Composition Specialist, 1991 to 1995  
Element K (formerly Ziff Davis Education, formerly 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

## Attributes

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

## Education

B.A. English (Concentration in Writing), Marist College, Poughkeepsie, NY  
Professional Sequence Certificate in Editing, EEI Communications, Alexandria, VA