

**FREELANCE COPY EDITOR / PROOFREADER**

Strengthens, develops cross-industry copy in various formats—long and short form (web copy, ad copy, white papers, galleys, guides, rubrics, articles, reports). Handles material with precision, speed, and mission-critical dedication.

## Industry Background &amp; Technical Skills

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|---------------------------------|----------------------------------|
| ✓ MS Ste, Adobe Ste, CMSs       | ✓ Style Guides: AP, CMOs, et al. |
| ✓ Flexible, communicative       | ✓ Various industry sectors       |
| ✓ Self-directed team enthusiast | ✓ Reliable, tenacious, cheerful  |

## Experience

**Freelance Copy Editor, Creative Agent of Marcom**, Stone Group – Boynton Beach, FL  
(Jun. 2004 – present)

Copy edited B2B marketing and acquisitions copy, B2C fundraising and creative copy; wrote B2B and B2C marketing and public relations copy; versed across industry sectors: education, science/medicine, tech, literature; designed websites, generated and managed content: global copy, interface design, graphics; managed subscriber lists, automated email marketing strategies; conducted email campaigns.

- ✦ *Clients (partial list)*: The Shakespeare Society; Friends of the National Library of Medicine; Friends of the National Institute of Dental and Craniofacial Research; Biotechnical Solutions.
- ✦ *Editorial Consulting*: Oncology Nursing Society; HelpsyHealth (AI-nurse app).

**Freelance English Teacher**, Speak Up English – Haifa, Israel  
(Jul. 2017 – Jun. 2019)

Taught private one-on-one and small-group English lessons to non-native speakers, levels K-12 and adults; content areas: writing, spelling, conversation.

- ✦ Created teaching-methodology-and-practice technique module for student learning, which **contributed to in-house teacher-training materials**.
- ✦ **Developed recruitment strategies**, which **resulted in 25% staff increase** in 2018, and 13% increase in 2019.

**Freelance Proofer/Copy Editor**, Teacher Created Materials – Huntington Beach, CA  
(Feb. 2013 – Oct. 2014)

Copy edited educational manuscripts for research in teaching methodology and practice; USA curriculum K-12 content areas: technology, language arts, science, math, social studies; **proofread for consistency, house style across product lines, usage, clarity, accuracy, layout, format; fact checked and verified URLs, terms, footnotes, captions, references, bibs**.

- ✦ Wrote original song verses (set to public domain music) for TCM's Argosy Press.

### Early Career in Traditional & Online News Media

**Managing Editor**, *Carbondale Times* (weekly circ. 8,000), Carbondale, IL  
(Aug. 2002 - May 2004)

Assigned and wrote stories; copy edited; guest edited in editor's absence.

**Copy Editor**, *Nightlife Newsweekly* (weekly circ. 16,000), Carbondale, IL  
(Aug. 2002 - May 2004)

Copy edited mockups for proper grammar, syntax, formatting, completion and accuracy of taglines and captions, relevance of headlines, and overall continuity.

**Web Editor**, PBS affiliate, WSIU Broadcasting Service, Carbondale, IL  
(Aug. 2001 - Jul. 2002)

Edited, researched, verified, and clarified broadcasting programming content for website, events text, and print graphics.

**Guest Editor**, *Carbondale Times*, Carbondale, IL  
(Jul. 2001 - Aug. 2001)

Managed reporters, chose stories; edited copy; approved front page layout.

**Editing Coach**, *Daily Egyptian* (daily circ. 25,000), Carbondale, IL  
(Aug. 2000 - May 2001)

Coached copydesk undergraduate reporters and editors; proofread; performed design quality control; enforced house protocol in style, tone, and tact.

**Reporter**, *Nightlife Newsweekly* and *Carbondale Times*, Carbondale, IL  
(Mar. 2000 - May 2004)

Conducted interviews; wrote straight-news features, alternative-style arts news, music reviews, covered (and satired) city council meetings.

### Education

M.A., 2002 – Telecommunications, Southern Illinois University, Carbondale, IL

B.A., 1999 – English & Poetics, New College of California, San Francisco, CA