

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 & 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.

- ✦ *Editorial Consulting*: Oncology Nursing Society; HelpsyHealth (AI-nurse app).
- ✦ *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.

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

Web Card (self-built in Wordpress backend)

www.StoneGroup.org